

AL.2.1986-275

VOLUME 2: APPENDICES
AN INFORMATION SYSTEM FOR THE
COUNCIL OF EDUCATIONAL
FACILITY PLANNERS INTERNATIONAL
MEMBERSHIP INFORMATION NETWORK

School Buildings Services

Alberta
EDUCATION

DDN 6578430



VOLUME 2: APPENDICES


**AN INFORMATION SYSTEM FOR THE
COUNCIL OF EDUCATIONAL
FACILITY PLANNERS INTERNATIONAL
MEMBERSHIP INFORMATION NETWORK**

**BACKGROUND REPORT AND
IMPLEMENTATION MODELS**

APRIL 9, 1986

PREPARED BY:

**SCHOOL BUILDINGS SERVICES
FINANCE AND ADMINISTRATION DIVISION
ALBERTA EDUCATION
11160 JASPER AVENUE
EDMONTON, ALBERTA**



Digitized by the Internet Archive
in 2017 with funding from
University of Alberta Libraries

https://archive.org/details/informationstealbe_0

APPENDIX A

SUMMARY RESULTS FROM INTERVIEWS

Fourteen individuals who are involved with educational facilities were interviewed during February and March 1986. Most were CEFPI Alberta Chapter members.

The following is a summary of the answers received during telephone and personal interviews.

1. Who was interviewed (in terms of position) and their activities as they relate to educational facility planning. They are responsible for:
 - a. Architects
 - design buildings
 - hire consultants (thermal, etc.)
 - help develop building program
 - b. Supervisors of facilities and facility planners at the school board level. They are responsible for:
 - site acquisition
 - architect selection or recommendation architects and consultants for board approval
 - building plan approval
 - plan approval
 - leasing space
 - determining needs for modernization
 - enrolment projections and space requirements
 - capital budget projections
 - overseeing physical plant and maintenance personnel
 - allocation of portable facilities
 - overseeing construction
 - c. Government officials
 - provide support for school superintendents
 - provide advice on funding, grant information
 - provide advice on design, landscaping, safety zones, joint use agreements
 - provide capital planning for institutions (Ad. Ed.)
 - determine space requirements (Ad. Ed.)
 - determine cost of space (Ad. Ed.)
 - provide advice on furniture and equipment purchase (Ad. Ed.)
 - provide planning

I chose to ask people about their position and the activities involved in their work because I wanted to be sure that I was interviewing a cross-section of the membership. Job titles are not always enough to determine what a person does and therefore information on job activities was also elicited.

2. What are the information needs of the CEFP/I members (and non-members) that were interviewed. The numbers at the side of each point represents the number of times that particular topic or type of information was mentioned. Information was defined as: advice, facts and opinions received from other people; and data contained in documents.
- 1 - technical information on products
 - 1 - building standards for specialized teaching areas
 - 7 - layouts, alternative designs or blueprints of facilities
 - 3 - furniture and equipment specifications and reviews
 - 3 - building standards for lighting, humidity, heating, acoustics etc.
 - 1 - criteria for evaluation of facilities
 - 3 - building programs
 - 1 - Alberta Building Code
 - 1 - technical information on mechanical systems, electrical systems or building structure
 - 1 - zoning information
 - 3 - current research on educational facilities
 - 2 - information on use of buildings
 - 2 - grant information
 - 1 - information on funding in jurisdictions other than Alberta
 - 2 - fundable space
 - 2 - demographics
 - 1 - building a better prototype
 - 2 - environmental issues as they relate to design
 - 1 - educational needs of students as they relate to design
 - 1 - educational trends
 - 1 - enrolment projections
 - 1 - fire codes

No attempt was made at this point to differentiate between desired information and information that individuals are using at present.

3. What are the sources for the information used?
- 5 - looking at plans or visiting other facilities
 - 5 - talking to consultants (education specialists, engineers etc.)
 - 3 - talking to user groups
 - 8 - talking to peers (including at conferences)
 - 1 - information gathered through journal articles and other print media
 - 1 - a library
 - 4 - clients
 - 4 - Alberta Education, School Buildings Services Branch
 - 1 - government reports
4. Is the process you follow now satisfactory?
- Yes - 7 No - 1 No answer - 6
5. Suggestions for improving the information flow in CEFP/I.

- Collect and advertise library facilities in Columbus. This includes improving and turn-around time for information and provision of copying facilities. This service could be on a "for fee" basis.
- Improve the membership directory, perhaps taking a "yellow pages" approach.
- The organization could create and disseminate bibliographies on current topics.
- Information on current topics could be gathered, summarized, analysed, and published on a continual basis.
- Members should be polled frequently to identify research topics.
- More "news" could be provided about members.
- Increase the associations publications.
- Local, provincial information is the most valuable.
- CEFP/I should keep a catalogue of unique designs and share the information. This could be especially interesting in terms of local information.
- Information network should be built from the local area to the broader area, and then (perhaps) linked with Columbus. This would give greater force to the local (i.e., provincial) divisions.

☐ planner
☐ researcher
☐ building designer
☐ architect
☐ engineer
☐ government official
☐ construction supervisor
☐ physical plant personnel
☐ school superintendent
☐ teacher, principal
☐ consultant, please indicate type: _____
☐ director of business _____
☐ facility planner
☐ maintenance supervisor
☐ school trustee
☐ school board chairman
☐ secretary/treasurer
☐ other, please describe: _____

2. Please indicate the activities/responsibilities which are contained in your job?

☐ conducting facility needs assessment
☐ collection or analysis of demographic information
☐ researching and charting future trends in facility planning
☐ reviewing and evaluating building designs
☐ administer capital funding programs
☐ choosing equipment and/or furniture for a facility
☐ designing a new facility, renovation or modernization projects
☐ supervising the building process
☐ development of education specifications
☐ development of building specifications
☐ preparing facility master plan
☐ other, please describe: _____

APPENDIX B

PRELIMINARY QUESTIONNAIRE FOR INFORMATION NEEDS ASSESSMENT

We are interested in the types of information on educational facilities you need to do your job, and how useful your information gathering methods are. The responses will be used with a view to improving information dissemination about educational facilities.

INFORMATION - In the context of this survey, information is: knowledge that you already have about a particular subject; advice, facts and opinions that you receive from other people; and data contained in documents.

1. In order to relate the information you need to do the work you do, please indicate your involvement with educational facilities.

<input type="checkbox"/>	planner	
<input type="checkbox"/>	researcher	
<input type="checkbox"/>	building designer	
<input type="checkbox"/>	architect	
<input type="checkbox"/>	engineer	
<input type="checkbox"/>	government official	
<input type="checkbox"/>	construction supervisor	
<input type="checkbox"/>	physical plant personnel	
<input type="checkbox"/>	school superintendent	
<input type="checkbox"/>	teacher, principal	
<input type="checkbox"/>	consultant, please indicate type:	_____
<input type="checkbox"/>	director of business	
<input type="checkbox"/>	facility planner	
<input type="checkbox"/>	maintenance supervisor	
<input type="checkbox"/>	school trustee	
<input type="checkbox"/>	school board chairman	
<input type="checkbox"/>	secretary treasurer	
<input type="checkbox"/>	other, please describe:	_____

2. Please indicate the activities/responsibilities which are contained in your job?

<input type="checkbox"/>	conducting facility needs assessment	
<input type="checkbox"/>	collection or analysis of demographic information	
<input type="checkbox"/>	researching and charting future trends in facility planning	
<input type="checkbox"/>	reviewing and evaluating building designs	
<input type="checkbox"/>	administer capital funding programs	
<input type="checkbox"/>	choosing equipment and/or furniture for a facility	
<input type="checkbox"/>	designing a new facility, renovation or modernization projects	
<input type="checkbox"/>	supervising the building process	
<input type="checkbox"/>	development of education specifications	
<input type="checkbox"/>	development of building specifications	
<input type="checkbox"/>	preparing facility master plan	
<input type="checkbox"/>	other, please describe:	_____

3. With whom do you interact while doing your job?

_____ Alberta Education, please list branches: _____

 _____ architects
 _____ consultants
 _____ school board superintendents
 _____ school principals
 _____ teachers
 _____ builders
 _____ planners
 _____ local interest groups, please cite examples: _____

 _____ other, please describe: _____

4. What information do you require regarding educational facilities? When appropriate, indicate whether the information would be of value to you if it was available for:

NOT NEEDED

NEEDED

demographic
 building standards
 building placement and
 site analysis
 blueprints and/or specifications
 of existing facilities
 security systems for education
 facilities
 environmental issues as they
 relate to design
 design and design alternatives
 future educational policy and its
 implications for educational
 facilities
 new developments in construction
 materials and techniques
 furniture and equipment
 specifications
 product specifications
 maintenance procedures and
 practices
 renovation and modernization
 capital funding programs
 others, please describe: _____

5. Please indicate the sources used to obtain this information at present and how frequently you use these methods.

			ON A
	NEVER	OCCASIONALLY	CONTINUING
			BASIS

personally held collections of books,
pamphlets

CEFP/I headquarters

local library

Alberta Education Library Services,
Central or Regional Libraries

Alberta Education, School Buildings
Services Branch

personal contact with individuals
you know

personal contact with individuals
to whom you have been referred

visiting other facilities

conferences and workshops

printed indexes

on-line databases, e.g., ERIC,
Compendex

journals, newsletters

other, please specify:

6. Which of the above methods are the most useful ("useful" in this context means "valuable", in terms of fulfilling your information requirements and not necessarily based on frequency of use).

7. Can you suggest any alternative ways of obtaining any of the information you require?

8. a) Are your information needs currently being met?

YES _____

NO _____

b) If you answered no, please describe the difficulty.

9. Please indicate what types of information regarding educational facilities you are using now or would like to see. In addition, indicate how frequently you would like to see this information.

NEVER OCCASIONALLY ON A
CONTINUING
BASIS

journals

books

conferences news and
agendas

conference proceedings

research-in-progress

workshop announcements

general news regarding
facility planning

bibliographies on
special topics,
e.g., modernization

directory of CEFPI
members classified
by expertise

technical, research, or
unpublished reports
*from government depts.
*from local governments
*from educators
*from local interest
groups

position papers from
organizations,
associations,
government

speeches

statistical information

other, please specify:

10. Do you, at your place of work, have access to a computer terminal and modem or acoustic coupler?

YES _____

NO _____

11. If not, is it anticipated that a computer and modem will be purchased within the next year?

YES _____

NO _____

12. Do you have experience or have staff who have experience using this equipment?

YES _____

NO _____

13. In principle, would you be willing to exchange or distribute information on educational facilities with other CEFPI members on a continuing basis?

YES _____

NO _____

14. In principle, would you be willing to pay a fee to a regional or central resource bank in order to obtain information?

YES _____

NO _____

15. How do you benefit from contact with CEFPI members?

16. Would you want more contact with CEFPI members from:

	YES	NO
your provincial chapter	_____	_____
your regional chapter	_____	_____
the international organization	_____	_____

17. Please indicate how you think this could be accomplished?

18. Are there any comments that you would like to make about your needs for information?

THANK YOU for your cooperation in completing this questionnaire. Please return in the envelope provided to:

DRAFT COVERING LETTER FOR THE QUESTIONNAIRE

Dear CEFP/I members:

At the 1984 Council of Educational Facility Planners International (CEFP/I) conference in Toronto, the participants adopted a five-year plan to develop a major role for the organization as an information service bureau for persons and organizations concerned with educational facilities. The initial conception of this role is that the organization operate in the following three modalities:

- 1) Information Provider
Publications, conferences, information resource bank
- 2) Switcher
Personal and computer referral system to information resources and individuals active in the field
- 3) Network Operator
Personal and automated hub for members to share ideas and exchange information.

The results of preliminary research carried out by Alberta Education has indicated that an information needs assessment of the membership should be carried out. The attached questionnaire is the first step in this needs assessment. By completing this questionnaire each member has an opportunity to help direct the future development of a CEFP/I information system.

Thank you in advance for your assistance.

Sincerely,

APPENDIX C: List and Description of Resources for Information on Educational Facilities

1. ONLINE DATABASES

ABI/INFORM

Type: Reference (Bibliographic)

Online Service: Dialog

Producer: Data Courier, Inc., Louisville, KY

Content: Designed to meet the information needs of executives and covers all phases of business management and administration. ABI/INFORM stresses general decision sciences information which is applicable to many types of businesses and industries. Specific product and industry information is included but does not receive primary emphasis. Approximately 550 primary publications in business and related fields are currently scanned for articles to be abstracted and included in ABI/INFORM.

Time Span: August 1971 - present

Updating: Weekly

Price: \$78.00/online connect hour, \$0.50/full record printed offline, \$0.40/full record typed or displayed online.

ACOMPLINE

Type: Reference (Bibliographic)

Subject: Urban Planning

Producer: Greater London Council Research Library

Online Service: ESA-IRS; Scicon Limited

Content: Contains approximately 90,000 citations, with abstracts, to the worldwide literature related to urban studies. Covers population, social planning and services, housing, employment and unemployment, industrial development, environment, civil engineering, traffic engineering, transportation, landscaping, energy, architecture and architectural design, building sciences, structural engineering, fire protection and building materials, waste management, industrial relations, policy and management, economics, finance, and local government. Types of literature covered include books, pamphlets, journal articles, conference proceedings, reports, theses, and bibliographies.

Language: English

Coverage: International

Time Span: 1974 to date

Updating: About 1200 records a month

Price: \$66.00/online connect hour, \$0.23/full record printed offline, \$0.10/full record typed or displayed online.

ALBERTA EDUCATION INDEX

Type: Reference (Bibliographic)

Subject: Education in Alberta

Producer: H.T. Coutts (Education Library), University of Alberta

Online Service: SPIRES through MTS, University of Alberta

Content: Subject, title, and author index to books, journals, reports, etc. published in Alberta dealing with the topic of education in Alberta. Based on the collection of the H.T. Coutts Library. Most current source available of information about all aspects of education in Alberta.

Language: English

Coverage: Alberta

Time Span: 1979 to date

Updating: Monthly

Price: MTS charges only (\$10.00 per month)

Also available as a printed index.

APPLIED SCIENCE AND TECHNOLOGY INDEX

Type: Reference (Bibliographic)

Subject: Science and Technology

Producer: The H. W. Wilson Company

Online Service: WILSONLINE

Content: Contains about 82,000 citations to articles, book reviews, interviews, new product reviews, and selected editorials and letters to the editor in 336 English-language publications in the applied sciences and technology. Covers aeronautics and space science, chemistry, computer science, construction industry, electric and electronics industry, energy resources and research, fire and fire prevention, food industry, geology, machinery, mathematics, mineralogy, metallurgy, oceanography, physics, plastics, textiles, transportation, and the following engineering fields: chemical, civil, electrical, environmental, industrial, mechanical, mining, nuclear, and tele-communications. Corresponds to "Applied Science & Technology Index".

Language: English

Coverage: Canada, Ireland, The Netherlands, Switzerland, U.K., and U.S.

Time Span: November 1983 to date

Updating: Twice a week; about 5000 articles a month

Price: \$43.00 - \$65.00/online connect hour, \$0.20/full record printed offline.

ASI (AMERICAN STATISTICS INDEX)

Type: Reference (Bibliographic)

Subject: Government - U.S. Federal

Producer: Congressional Information Service, Inc. (CIS)

Online Service: DIALOG Information Services, Inc.; SDC Information Services

Contents: Contains citations, with abstracts, to publications containing social, economic, demographic, and other statistical data collected and analyzed by the U.S. government. Covers statistical publications (or publications containing substantial statistical data) generated by executive legislative, and judicial departments; research, administrative, and regulatory agencies; and special bodies created by the Congress or the President. Corresponds to "American Statistics Index".

Language: English

Coverage: U.S.

Time Span: 1973 to date, with selected coverage of publications issued during the 1960's.

Updating: About 1000 records a month

Price: \$90.00/online connect hour, \$0.25/citation printed offline

ASIST

Type: Numeric

Subject: Socio-economic data pertaining to Alberta

Producer: Alberta Bureau of Statistics

Online Service: ACT Computer Services

Contents: Consists of comprehensive series of statistical data with supporting software products designed to meet the informational needs of a full spectrum of users.

Language: English

Price: Billing each function: \$7.00 plus \$0.02 - \$0.20/ time series graphs: \$10.00 - \$14.00, plus miscellaneous charges

AUSTRALIAN EDUCATION DATABASE (ENGN)

Type: Reference (Bibliographic)

Subject: Education and Educational Institutions; Library and Information Science

Producer: Australian Council for Educational Research

Online Service: ACI Computer Services

Conditions: Monthly minimum of \$25 (Australian) to ACI for access to all AUSINET databases.

Contents: Contains citations, with some abstracts, to published and unpublished Australian literature, including journal articles, monographs, research reports, theses conference papers, legislation, parliamentary debates, and book reviews in the field of education. Covers educational history; educational research; educational philosophy, policy, and development; sociology; educational planning and administration; educational facilities; the teaching profession; educational personnel; educational management; psychology; teaching; curriculum planning; educational systems and

institutions; special education; and library and information science. Corresponds to Australian Education Index, Bibliography of Educational Theses in Australia, Australian Library and Information Science Abstracts, and Initiatives in Technical and Further Education.

Language: English

Coverage: Australia

Time Span: 1979 to date, with a small number of records from 1978

Updating: Monthly; about 1500 records a year

Price: No price available

Not available at Alberta Education Library

BRITISH EDUCATION INDEX

Type: Reference (Bibliographic)

Subject: Education & Educational Institutions

Producer: The British Library

Online Service: BLAISE-LINE

Conditions: Annual subscription of 45 pounds (UK) for U.K. users or 52 pounds (UK) for other users to BLAISE-LINE required

Content: Contains citations to the British literature on education, including adult education, truancy, teacher training, sociological perspectives, child psychology, curriculum, and all aspects of primary, secondary, tertiary, and further education. Corresponds to the "British Education Index".

Language: English

Coverage: U.K.

Time Span: 1976 to date

Updating: Monthly

Price: No price available

Not available at Alberta Education Library

CANADIAN BUSINESS AND CURRENT AFFAIRS

Type: Reference (Bibliographic)

Online Service: Dialog, Can/OLE

Producer: Micromedia Ltd., Toronto, Ontario

Content: Provides indexing to more than 100,000 articles/year appearing in 170 Canadian business periodicals and 10 newspapers. From the business perspective, the file provides descriptive annotations on a wide range of company, product, and industry information. From the current affairs perspective, CANADIAN BUSINESS AND CURRENT AFFAIRS covers significant national, provincial, and local news, editorials, selected letters to the editor, government activities, labor news, crime, sports, obituaries, biographies, and reviews.

Time Span: July 1980 - present

Updating: Monthly

Price: \$72.00/online connect hour, \$0.20/full record printed offline.

CANREG

Type: Reference (Bibliographic, Referral)

Subject: Biographies; Research in Progress; Social Sciences and Humanities

Producer: The University of Western Ontario, Social Science Computing Laboratory

Online Service: CISTI

Conditions: Accessible only in Canada

Content: Contains professional information on more than 5200 Canadian social scientists. Covers researchers in the traditional social sciences (e.g., economics, political science, education) and in such related fields as social work and management science. Each record provides biographical information, including position, organization, discipline, areas of specialization, language skills, and current lines of research; up to 6 bibliographic references to the researcher's most current or most important publications; and information on current research projects, including title and description of project, time period covered, unpublished status reports, and principal investigator and associates. Source of data is the CANADIAN REGISTER OF RESEARCH AND RESEARCHERS IN THE SOCIAL SCIENCES database maintained by the Social Science Computing Laboratory and covering over 8400 researchers, 7300 research projects and 22,000 publications.

Language: English

Coverage: Canada

Time Span: Current Information

Updating: Quarterly

Price: \$40.00/online connect hour plus \$10.00 in Royalties, \$0.10/full record printed offline plus \$0.035/offline print charge.

CANSIM (CANADIAN SOCIO-ECONOMIC INFORMATION MANAGEMENT SYSTEM)

Type: Source (Numeric)

Subject: Economics-Canada

Producer: Statistics Canada, CANSIM Division

Online Service: Statistics Canada provides direct service through its host contractor, Industrielle-Services Techniques Inc. Also available through secondary distributors. Served through ASIST at Alberta Education Library.

Now includes the Cansim Summary Data System and Cansim Cross-Classified Database covering census data and socio-economic data.

Content: MAIN BASE. Contains approximately 400,000 weekly, monthly, quarterly, and annual time series related to the internal activities and external trade of Canada. The MAIN BASE is maintained by Industrielle-Services Technique, Inc.

MINI BASE. A number of secondary distributors, including those identified above, provide access to the MINI BASE, a subset of the MAIN BASE that contains

approximately 25,000 time series. The MINI BASE covers national accounts; prices and price indexes; labor; manufacturing and primary industries; capital and finance; construction; merchandising and services; external trade; transportation; agriculture and food; population; and health and welfare. Each distributor may also provide access to additional series selected from the MAIN BASE.

TELIChart. Contains approximately 30,000 times series corresponding to the MINI BASE and 5000 supplementary series selected from the MAIN BASE. Users can perform statistical analyses and generate color graphs for display on NAPLPS-compatible terminals.

NOTE: Coverage of the MAIN and MINI BASES is reviewed regularly by Statistics Canada, and additions and deletions are made on the basis of usage and user reports. Data correspond to those found in a variety of government publications, e.g., "Canadian Statistical Review".

Coverage: Canada

Time Span: 1946 to date, with earlier data from 1914

Updating: Daily updates reflect changes and new information released by Statistics Canada on the current working day. The MINI BASE is also updated daily, within one working day of the data being available on the MAIN BASE.

Price: Billing by function and miscellaneous charges.

CATSS (CATalogue Support System)

Type: Reference (Bibliographic)

Subject: Library Holdings-Catalogs

Producer: UTLAS Inc. and over 375 member libraries (primarily in Canada)

Online: UTLAS Inc., Toronto, Canada

Content: A database system that supplies technical support services and products to libraries for shared cataloging (including authority control), interlibrary loan services, acquisitions, reference, and online catalogs. The database comprises over 24 million cataloging records from the U.S. Library of Congress, U.S. National Library of Medicine, National Library of Canada, Bibliotheque Nationale du Quebec, The British Library, Universite Laval, CONSER, and other source agencies. Also includes original cataloging records and order records from member libraries and book trade databases from such organizations as R.R. Bowker Company (see BOOKS IN PRINT) and the Canadian Telebook Agency. Covers books, serials, audiovisual materials, music, maps, manuscripts, and computer-readable databases.

Language: Primarily English and French, with over 70 other languages represented

Coverage: International

Time Span: 1968 to date, with some earlier materials

Updating: Continuously, throughout the day.

CODOC (COOPERATIVE DOCUMENTS PROJECT)

Type: Reference (Bibliographic)

Subject: Government-Canada; Library Holdings - Catalogs

Producer: University of Guelph Library

Online Service: CISTI

Content: Contains about 700,000 citations to the combined government publications collections of 11 Ontario university libraries participating in the Cooperative Documents Program. Covers the publications of the Canadian federal and provincial government; U.S. federal and state governments; the governments of France, Germany, U.S.S.R., England, and the Commonwealth countries; and the United Nations and its agencies, e.g., UNESCO, WHO. Also includes research and technical reports either issued by government agencies or sponsored through government grants.

Language: English

Coverage: International

Time Span: 1901 to date, with earliest records from the 1600s

Updating: About 6000 records every 2 months

Price: \$40.00/online connect hour plus \$5.00/online connect hour Royalties, \$0.035 per offline print charge.

COMPENDEX (Computerized Engineering Index)

Type: Reference (Bibliographic)

Subject: Engineering

Producer: Engineering Information, Inc.

Online Service: BRS; BRS/Saunders Colleague (a special BRS service); Centre de Documentation de l'Armement (CEDOCAR); CISTI; DATA-STAR; DIALOG Information Services, Inc.; ESA-IRS; INKA Karlsruhe; Knowledge Index (a special DIALOG service) (ENGINEERING LITERATURE INDEX); Pergamon InfoLine; SDC Information services; TECH DATA (a special BRS/IHS service); University of Tsukuba.

Content: Contains citations, with abstracts, to the worldwide literature (excluding patents) in engineering and technology. Fields of engineering include: civil, water and waterworks, sanitary and waste, bioengineering, geology and mining, petroleum, metallurgical, mechanical, industrial, aerospace, automotive, marine, railroad, electrical, electronics and communications control, chemical, and agricultural. Related subject areas covered include construction materials, properties and testing of materials, transportation, pollution, ocean and underwater technology, nuclear technology, fluid flow, heat and thermodynamics, computers and data processing, light and optical technology, sound and acoustical technology, food technology, applied physics, instruments, and measurements. Conference review records contain conference code numbers which are links to complete coverage of all papers in Ei Engineering Meetings Corresponds to "The Engineering Index Monthly".

Price: \$18.00/online connect hour plus \$25.00/online connect hour in Royalties, \$0.22/citation offline.

COMPUTER DATABASE

Type: Reference (Bibliographic)

Subject: Communications and Telecommunications; Computers and Computer Industry; Electronics.

Producer: Information Access Co. (formerly produced by Management Contents)

Online Service: DATA-STAR; DIALOG Information Services, Inc.; Knowledge Index (a special DIALOG service)

Content: Contains approximately 70,000 citations, with abstracts, to literature covering computers, the computer industry, and related fields, including telecommunications and electronics. Topics covered include business and industry applications; computer games and graphics; consumer information; database management systems; hardware and software design, development, and reviews; peripherals; home computers; new products; performance evaluations; programming languages; operating systems; phototypesetting; and word-processing. Also include descriptive and financial information on companies in this industry. Covers over 650 publications, including journals, books, tabloids, newsletters, research reports, and course materials.

Price: \$85.00/online connect hour, \$0.45/offline print charge, \$0.35/online print charge/citation.

DIRECTORY OF EDUCATION RESEARCH AND RESEARCHERS IN AUSTRALIA (DERA)

Type: Reference (Bibliographic, Referral)

Subject: Education and Educational Institutions-Directories; Research in Progress

Producer: Commonwealth Department of Education and Youth Affairs

Online Service: ACI Computer Services

Conditions: Monthly minimum of \$25 (Australian) to ACI for access to all AUSINET databases.

Content: Contains about 700 references to Australian researchers in education. Provides name, address, institutional affiliation, fields of interest, completed research, current research, and citations to publications. Corresponds to "Directory of Education Research and Researchers in Australia".

Language: English

Coverage: Australia

Time Span: October 1981 to date, with information on previous research from 1977 to date.

Updating: Every 2 years

Price: No price available.

Not available through Alberta Education Library.

DISSERTATION ABSTRACTS ONLINE

Type: Reference (Bibliographic)

Subject: Dissertations

Producer: University Microfilms International

Online Service: BRS; BRS/Saunders Collegue (a special BRS service); DIALOG Information Services, Inc.; University of Tsukuba

Content: Contains citations, with abstracts (since 1980), to all dissertations accepted for doctoral degrees by accredited U.S. educational institutions and over 200 non-U.S. institutions. Corresponds to the coverage in Dissertation Abstracts International (DAI), American Doctoral Dissertations (ADD), and Comprehensive Dissertation Index. On DIALOG, the database also contains citations to masters' theses corresponding to the coverage in Masters Abstracts (MA).

Language: English

Coverage: International

Time Span: DAI and ADD, 1861 to date; MA, 1962 to date

Updating: About 2500 DAI records a month and 3000 ADD records a year; 600 MA records added quarterly.

Price: \$72.00/online connect hour; \$0.25/offline print charge, \$0.05/online print charge.

DOE ENERGY

Type: Reference (Bibliographic)

Subject: Energy

Producer: U.S. Department of Energy (DOE), Office of Scientific and Technical Information.

Online Service: DIALOG Information Services, Inc. (DOE ENERGY); INKA Karlsruhe (DOE ENERGY); Mead Data Central (as a REFERENCE SERVICE database); U.S. Department of Energy, RECON (ENERGY DATA BASE)

Conditions: This database accessible through DIALOG and Mead Data Central (subscription to LEXIS or NEXIS required) only in the U.S.; through INKA only in some European countries by specific bilateral agreement; and through the U.S. Department of Energy (DOE) only to staff and contractors of the DOE (other government agencies with energy-related programs may also be granted access).

Content: Contains about 1.3 million citations, with abstracts (since June 1976), to literature in all fields of energy. Covers all unclassified technical information processed by the DOE Technical Information Centre in Oak Ridge, Tennessee. Includes information announced in the following publications: Energy Abstracts for Policy Analysis, Energy Research Abstracts, Coal Abstracts, Biomass Abstracts, INIS Atomindex (from 1976 on), and Current Energy Patents. Also covers U.S. Department of the Interior, Bureau of Mines publications on energy since 1910, publications of the DOE Energy Information Administration (EIA), publications of the IEA Coal Information Service (see COAL DATA BASE) and the IEA Biomass Conversion Technical Information Service, and unpublished German research reports from World War II on coal gasification and liquefaction processes. Covers topics of interest to DOE, including advanced automotive propulsion systems; biomedical sciences; chemistry; coal; controlled thermonuclear research; electric research; electric power engineering; energy conservation, consumption, and utilization; energy conversion, management, and storage; engineering; aquatic, atmospheric, and terrestrial environmental studies; economic-social aspects of energy technologies; explosions and explosives; fission and fusion fuels; geosciences; geothermal energy; health and safety; hydroenergy; hydrogen; instrumentation; isotope and radiation source technology; materials; natural gas; nuclear power plants; nuclear reactor technology; oil shales and

tar sands; other synthetic and natural fuels; particle accelerators; petroleum; physics research; solar energy; super computers; tidal power; and wind energy.

Language: English

Coverage: International

Time Span: 1974-to date, with some materials from the late 1800s

Updating: About 15,000 records a month

Price: \$40.00/online connect charge, \$0.15/offline print charge

ECONOMIC LITERATURE INDEX

Type: Reference (Bibliographic)

Subject: Economics

Producer: Journal of Economic Literature, American Economic Association

Online Service: DIALOG Information Services, Inc.

Content: Contains about 105,000 citations, with some abstracts (about 25%), to articles from approximately 270 economics journals. In 1985, citations will be added for about 200 collected works/year beginning with 1979. Topics covered include general economics, theory, history, systems, and development; quantitative economic methods and data; domestic monetary and financial theory; business finance and investment; marketing, accounting, labor, population, and consumer economics; and urban and regional economics. Corresponds in part to the quarterly Journal of Economic Literature and to the annual Index of Economic Articles.

Language: English, with titles in original languages

Coverage: International

Time Span: 1969 to date

Updating: About 2000 records a quarter

Price: \$75.00/online connect hour, \$0.15/offline print charge

EDLINE

Type: Source (Full Text)

Subject: Education & Educational Institutions

Producer: National School Public Relations Association (NSPRA)

Online Service: THE SOURCE

Conditions: Annual subscription fee of \$150 for network subscribers and \$225 for non-network subscribers to NSPRA required

Content: Contains current information of interest to school administrators, state and district school superintendents, and public information officers on such topics as education news, federal legislation and funding, regulations, court decisions, curricula, classroom and school management tips, and communications tips. Also covers state education news provided by state education groups and news and information from national agencies. Includes the results of polls that are taken weekly among subscribers on topics in which they express interest. Also permits users to exchange

information through electronic mail. Corresponds in part to the weekly newsletter Education USA.

Language: English

Coverage: U.S.

Time Span: March 1981 to date

Updating: Twice a day

Price: \$150.00/year for network subscribers, \$225/year for non-network subscriber

EDUCATION DAILY ONLINE

Type: Source (Full Text)

Subject: Education & Educational Institutions

Producer: Capitol Publications, Inc.

Online Service: SpecialNet

Conditions: Annual subscription of \$363 to Capitol Publications required

Content: Contains full text of selected items from Education Daily, covering state and federal policies, legislation, and funding of education programs. Also contains news of court cases, civil rights issues, special education, research, and administration.

Language: English

Coverage: U.S.

Time Span: Most current 3 months

Updating: Daily

Price: \$0.007/message, \$0.05/character unit, \$0.05/multiple copy charge; \$23.00 (U.S.)/online connect hour, \$200.00/subscriptions

EDUCATION INDEX

Type: Reference (Bibliographic)

Subject: Education & Educational Institutions

Producer: The H.W. Wilson Company

Online Service: WILSONLINE

Content: Contains about 50,000 citations to articles, interviews, selected editorials and letters to the editor, and reviews of books, educational films, and software from approximately 350 English-language periodicals, monographs, and yearbooks in the field of education. Covers school administration; pre-school, elementary, secondary, higher, and adult education; counseling and personnel services; teacher and vocational education; and teaching methods. Also covers a wide variety of individual curriculum areas, including the arts, comparative and international education, health and physical education, language and linguistics, library and information science, multi-cultural and ethnic education, psychology and mental health, religious education, science and mathematics, social studies, special education and rehabilitation, and educational research. Corresponds to Education Index.

Language: English

Coverage: International

Time Span: September 1983 to date

Updating: Twice a week; about 3000 records a month.

Price: \$25.00 - \$45.00/online connect hour, \$0.20/offline citation charge

EDUCATIONAL RESEARCH FORUM (Ed R & D)

Type: Source (Full Text, Software)

Subject: Education & Educational Institutions

Producer: Mid-Western Educational Research Association

Online Service: CompuServe Consumer Information Service; CompuServe Executive Information Service

Content: Contains user-submitted articles for educational researchers, teachers, counselors and school administrators in such areas as curriculum and instruction, administration, learning and cognition, teacher and professional education, statistics and research methodology, human development and counseling, special education, motivation, education in the medical professions, and evaluation and measurement. Users can download statistical software packages and submit messages, questions, and comments through an electronic bulletin board.

Language: English

Coverage: U.S.

Time Span: October 1983 to date

Updating: Periodically, as new data become available

Price: No price available

Not available through Alberta Education Library.

Ei ENGINEERING MEETINGS

Type: Reference (Bibliographic)

Subject: Conferences & Meetings; Engineering

Producer: Engineering Information, Inc.

Online Service: Centre de Documentation de l'Armement (CEDOCAR) (Ei engineering meetings); CISTI (EiM); DATA-STAR (EiEM); DIALOG Information Services, Inc. (Ei ENGINEERING MEETINGS); ESA-IRS (Ei ENGINEERING MEETINGS); SDC Information Services (EiMET)

Content: Contains citations, with abstracts (since January 1985), to published proceedings from approximately 2000 engineering and technical conferences, symposia, meetings, and colloquia held worldwide. Each meeting is referenced in a main record; all papers are referenced individually. Each record includes a complete bibliographic reference, conference sponsor and location, language, date held, and assigned index terms. Covers a wide variety of engineering disciplines including civil, environmental, geological, bioengineering, electrical and electronics, mechanical, nuclear, agricultural and food, metals and mining, industrial management, petroleum and fuel, control devices and principles, communication engineering, applied

mathematics and physics, automotive, and aerospace. Beginning in July 1982, review abstracts of conferences are also contained in COMPENDEX. Corresponds to Engineering Conference Index.

Language: Primarily English, with about 25% of the papers in other languages

Coverage: International

Time Span: July 1982 to date, with selective coverage of meetings from 1979 to June 1982

Updating: About 9000 records a month; total of about 2000 meetings a year.

Price: \$99.00/online connect hour, \$0.47/offline print charge, \$0.35/online print charge

ENERGY (ENG)

Type: Reference (Referral)

Subject: Energy, Research in Progress

Producer: Energy, Mines & Resources Canada, Renewable Energy Division (Canada)

Online Service: QL Systems Limited

Content: Contains descriptions of completed and ongoing energy conservation and alternative energy development and demonstration projects in Canada.

Language: English and French

Coverage: Canada

Time Span: Current and completed projects

Updating: Irregularly

Price: \$75.00/online connect hour, weekends and p.m., \$30.00/online connect hours, \$3.00/1,000 lines printed offline.

ENERGY INFORMATION RESOURCES INVENTORY

Type: Reference (Referral)

Subject: Energy; Information Systems & Services-Directories

Producer: U.S. Department of Energy (DOE), Office of Scientific and Technical Information

Online Service: U.S. Department of Energy, RECON

Conditions: Available only to staff and contractors of the U.S. Department of Energy; other government agencies with energy-related programs may also be granted access.

Contents: Contains descriptions of state and federal sources of energy information that are funded by the U.S. Department of Energy. Includes DOE information centers, libraries, program offices, and operations offices; national laboratories and other contractor organizations; state energy offices and energy extension services; territorial energy offices and energy extension services; and all affiliated programs. Descriptions cover databases, online retrieval systems, serial publications, newsletters, hotlines, and facsimile transmission devices available in each organization, as well as the availability of interlibrary loan service and any

restrictions on use of the source. Corresponds to Resource Directory of DOE Information Organizations.

Language: English

Coverage: U.S.

Time Span: Current information

Updating: Every 2 weeks, with all information verified annually

Price: No price available

Not available through Alberta Education Library.

ENERGY PROGRAMS (ENP)

Type: Reference (Referral)

Subject: Energy; Research in Progress

Producer: Energy, Mines & Resources Canada, Renewable Energy Division (Canada)

Online Service: QL Systems Limited

Content: Contains descriptions of current Canadian government energy-related programs. In addition to a title and brief description of each program, records identify the Ministry or Ministries involved with the program and the person or organization to be contacted for further information.

Language: English and French

Coverage: Canada

Time Span: Current programs

Updating: Irregularly

Price: \$75.00/online connect hour prime time, \$30.00/online connect hour weekends and evenings, \$3.00/1,000 lines printed offline

ENERGYLINE

Type: Reference (Bibliographic)

Subject: Energy

Producer: EIC/Intelligence Inc.

Online Service: DIALOG Information Services, Inc.; ESA-IRS; SDC Information Services

Content: Contains citations (with abstracts, from 1975) to literature relating to energy issues and problems. Aspects of the area that are covered include economics; government policy and planning; international political and economic issues; research and development; petroleum, natural gas, and coal resources and reserves; solar energy; unconventional energy sources; electric, nuclear, and thermo-nuclear power; fuel production, transport, and storage; consumption; conservation; and environmental impact. Covers all types of published literature with emphasis on non-serial documents. Contains all energy-related citations from Environment Abstracts that appeared during 1971-1975. Corresponds to Energy Index (1971-1976) and Energy Information Abstracts since 1976.

Language: English

Coverage: International

Time Span: 1971 to date

Updating: About 400 records 1 month

Price: \$95.00/online connect hour, \$0.30/offline print charge, \$0.20/online print charge

ENERGYNET

Type: Reference (Referral)

Subject: Information Systems & Services-Directories; Energy Industry

Producer: EIC/Intelligence Inc.

Online Service: DIALOG Information Services, Inc.; ESA-IRS

Content: Provides information on over 2500 energy-related organizations; federal and state energy offices and agencies; congressional committees, subcommittees and support offices; municipal agencies, trade and professional associations; public interest groups; research centers; research and development firms; electric and nuclear utilities; oil, coal, gas, alternative energy, and consulting companies; and leading energy-consuming companies. Each record contains the organizations's name, address, telephone number, names of parent and subsidiary organizations and chief officers, publications and products, and a descriptive paragraph that includes financial information, when available. Corresponds to The Energy Directory.

Language: English

Coverage: U.S.

Time Span: 1983 only

Updating: Not updated

Price: \$95.00/online connect hour, \$0.50/offline print charge, \$0.30/online print charge

ENVIRONMENTAL FORUM

Type: Reference (Bibliographic, Referral); Source (Full Text)

Subject: Environmental

Producer: Dana M. Armitage

Online Service: CompuServe Consumer Information Service; CompuServe Executive Information Service

Content: Contains full text of journal articles and newspaper stories, as well as original items, covering environmental issues in the U.S. Includes information on current topics (e.g., endangered species) and existing and pending government regulations and legislation; product reviews (e.g., computer hardware and software, environmental monitoring and sampling equipment); and book reviews. Bibliographic information is provided for journal articles and newspaper stories. Also includes a directory of Forum members, providing name, location, and areas of interest. Some information is provided by users who contribute items through an electronic bulletin board.

Language: English

Coverage: U.S.

Time Span: March 1983 to date

Updating: Periodically, as new data become available

Price: No price available.

ENVIRONMENTAL BIBLIOGRAPHY

Type: Reference (Bibliographic)

Subject: Environment

Producer: Environmental Studies Institute

Online Service: DIALOG Information Services, Inc.

Content: Contains citations to literature on the environment, including water, air, soil, and noise pollution, solid waste management, health hazards, urban planning and other related topics. Corresponds to Environmental Periodicals Bibliography.

Language: English

Coverage: U.S.

Time Span: 1973 to date

Updating: About 4000 records every 2 months

Price: \$60.00/online connect hour, \$0.15/offline print charge.

ERIC (Educational Resources Information Centre)

Type: Reference (Bibliographic)

Subject: Education and Educational Institutions

Producer: U.S. Department of Education, National Institute of Education

Online Service: BRS; BRS After Dark (a special BRS service); BRS/Saunders Colleague (a special BRS service); DIALOG Information Services, Inc.; Knowledge Index (a special DIALOG service); SDC Information Services; University of Tsukuba

Content: Contains citations, with abstracts, to both the journal and report literature in the field of education and education-related areas. Journal literature corresponds to Current Index to Journals in Education (CIJE). Report literature covering significant research and funded projects in education corresponds to Resources in Education (RIE). Subjects covered include career, adult, vocational, technical, and teacher education; education of the handicapped, disadvantaged, and the gifted; early childhood education; junior colleges and higher education; reading and communication skills; language and linguistics; education management; counseling and personnel services; information resources; urban education; rural education and small schools; science, mathematics and environment; social studies and social sciences; and tests, measurement, and evaluation.

Language: English

Coverage: Primarily U.S.

Time Span: RIE, 1966 to date; CIJE, 1969 to date

Updating: About 1200 RIE and 1400 CIJE records/month

Price: \$25.00/online connect hour; \$0.10/offline print charge.

EUDISED (European Documentation and Information System for Education)

Type: Reference (Referral)

Subject: Education and Educational Institutions

Producer: Council of Europe, Documentation Centre for Education in Europe

Online Service: ESA-IRS

Content: Contains approximately 5600 references, with summaries, to recently completed and ongoing educational research in 18 European countries. Covers educational institutions, curricula, management, and personnel; teaching methods and aids, student work, and the teaching profession; psychology, sociology, and philosophy of education; physiology and health; buildings and equipment; economics, public administration and planning; and education documentation and information. Each reference contains the date, researcher name and institution; a summary of study objectives, methods, research sample; results (for completed research projects); and publications resulting from the research. Corresponds to EUDISED R & D Bulletin.

Language: Titles in original language and either English or French; abstracts in English, French, or German; abstracts in English, French, or German; descriptors in English, French, German, Dutch, and Spanish.

Coverage: Western Europe, including Yugoslavia

Time Span: 1975 to date

Updating: About 250 records a quarter

Price: \$56.00/online connect hour, \$0.20/offline print charge.

FEDERAL RESEARCH IN PROGRESS (FEDRIP)

Type: Reference (Referral)

Subject: Research in Progress

Producer: National Technical Information Service

Online Service: DIALOG Information Services, Inc.; Mead Data Central (as a REFERENCE SERVICE database)

Conditions: Records from the National Aeronautics and Space Administration and U.S. Department of Energy are available in the U.S. only; subscription to Mead Data Central's LEXIS or NEXIS required for access through Mead Data Central.

Content: Contains descriptions of and references to research in progress and recently completed research sponsored primarily by federal government agencies. Covers basic and applied research in all areas of the life, physical, social, behavioral, and engineering sciences. All records include title, principal investigator, performing organization, and sponsoring organization. Contributing agencies include the U.S. Department of Agriculture, U.S. Department of Energy, National Aeronautics and

Space Administration, National Bureau of Standards, National Institute of Occupational Safety and Health, National Institute of Health, U.S. Geological Survey, Veterans Administration, and the Transportation Research Board (a private organization supported by public and private funds).

Language: English

Coverage: Primarily U.S.

Time Span: Current information (see SSIE CURRENT RESEARCH for historical information on many projects)

Updating: Twice/year

Price: \$48.00/online connect hour, \$0.20/offline or online print charge.

GPO MONTHLY CATALOG

Type: Reference (Bibliographic)

Subject: Publishers & Distributors-Catalogs; Government-U.S. Federal

Producer: U.S. Government Printing Office

Online Service: BRS; BRS/Saunders Colleague (a special BRS service);

DIALOG Information Services, Inc.

Content: Contains citations to the publications of U.S. government agencies, including the U.S. Congress. Covers Senate and House hearings on bills and laws, as well as agency-sponsored studies, fact sheets, maps, handbooks, subject bibliographies, and conference proceedings. Subjects covered include agriculture, economics, energy, public affairs, taxation, law, health, consumer issues, and environment. Corresponds to Monthly Catalog of United States Government Publications.

Language: English

Coverage: U.S.

Time Span: July 1976 to date

Updating: About 2500 records/month.

Price: \$35.00/online connect hour, \$0.10/offline print charge

GPO PUBLICATIONS REFERENCE FILE

Type: Reference (Bibliographic)

Subject: Government-U.S. Federal; Publishers & Distributors-Catalogs

Producer: U.S. Government Printing Office (GPO), Superintendent of Documents

Online Service: DIALOG Information Services, Inc.; Knowledge Index (a special DIALOG service)

Content: Contains citations to about 24,000 public documents published by the executive, judicial, and legislative branches of the U.S. federal government and currently sold by the Superintendent of Documents. Also covers forthcoming and recently out-of-print publications. Publications from the executive branch include Presidential statements and agency annual reports, general information and operational reports, selected statistical series, technical reports, maps, administrative regulations, treaties and periodicals. Judicial publications include slip opinions,

reports, proceedings, and periodicals. Documents from the legislative branch include bills, hearings reports, committee and subcommittee publications, and laws. Publications from independent agencies and government corporations are also included. Major subject emphases correspond to the executive branch cabinet-level departments. Legislature branch documents cover all topics on which Congressional activity is focused. Records include availability, price, and GPO stock number. Corresponds to the microfiche GPO Sales Publication Reference File.

Language: English

Coverage: U.S.

Time Span: 1971 to date

Updating: Every 2 weeks; updates include changes in availability status.

Price: \$35.00/online connect hour, \$0.10/offline print charge

IBSEDEX

Type: Reference (Bibliographic)

Subject: Construction

Producer: Building Services Research and Information Association (BSRIA)

Online Service: Building Services Research and Information Association, ESA-IRS; Pergamon InfoLine

Content: Contains approximately 16,000 citations, with abstracts, to the world-wide literature on mechanical and electrical services in buildings, including heating, ventilation, air conditioning, lighting and power, plumbing and sanitation, communications and transport, and security. Also covers piping and ducting; fans and pumps; instruments and controls; heat recovery, heat transfer and fluid flow, alternative energy sources (e.g. solar, wind); dust, filtration, and air pollution; comfort and environment, noise and vibration, thermal insulation, corrosion, and humidity and condensation. Sources include journals, reports, conference papers, books, standards, and unpublished materials. Corresponds in part to International Building Services Abstracts.

Language: English

Coverage: International

Time Span: 1979 to date, with materials from 1966 to be added in the future.

Updating: Monthly; about 5000 records/year.

Price: \$63.00/online connect hour, \$0.30/online print charge, \$0.11/offline print charge

FRANCIS: SCIENCES DE L'EDUCATION

Type: Reference (Bibliographic)

Subject: Education & Educational Institutions

Producer: Centre National de la Recherche Scientifique, Centre de Documentation Sciences humaines (France) (CNRS/CDSH)

Online Service: Centre National de la Recherche Scientifique, Centre de Documentation, Sciences Humaines (France); Telesystemes-Questel

Content: Contains over 79,000 citations, about half with abstracts, to the world-wide literature on education. Covers history and philosophy of education; education and psychology; sociology of education; planning and economics; educational research; teaching methods; testing and guidance; school life; vocational training, and adult education and employment. Sources include periodicals, reports, dissertations, and monographs. Corresponds to the Bulletin Signaletique sciences humaines: section sciences de l'education (520).

Language: French, with keywords also in English

Coverage: International

Time Span: 1972 to date

Updating: About 1500 records a quarter

Price: No price available.

INDUSTRY AND INTERNATIONAL STANDARDS (STDS)

Type: Reference (Bibliographic)

Subject: Standards and Specification

Producer: Information Handling Services (IHS)

Online Service: BRS; BRS/Saunders Colleague (a special BRS service); TECH DATA (a special BRS/IHS service)

Content: Contains citations to over 71,000 standards produced by U.S., other national, and international agencies and industry standards societies. Also contains references to standards of all societies included in the National Bureau of Standards voluntary engineering standards database. References can be retrieved by document number, title, subject classification (IHS locator code), society, document type, and American National Standards Institute (ANSI) approval indicator. Each record contains a reference to the cartridge and frame location in IHS's VSMF (Visual Search Microfilm Files), which contains the full text of the document.

Language: Primarily English, French and German

Coverage: International

Time Span: All currently active standards, with earliest data from 1920

Updating: Every 60 days

Price: \$18.00/online connect hour, \$30.00/online connect hour in Royalties, \$0.10 per offline citation charge.

INSPEC

Type: Reference (Bibliographic)

Subject: Computer Science; Engineering, Physics

Producer: Institution of Electrical Engineers

Online Service: BRS; BRS/Saunders Colleague (a special BRS service); Centre de Documentation de l'Armement (CEDOCAR); CISTI; DATA-STAR; DIALOG Information Services, Inc.; ESA-IRS: INKA Karlsruhe; The Japan Information Centre of Science and Technology (JICST); Knowledge Index (a special DIALOG service); SDC Information Services; TECH DATA (a special BRS/IHS service); University of Tsukuba (no longer available through Japan Information Processing Service Co. Ltd.)

Content: Contains citations, with abstracts, to the worldwide literature in physics, electronics and electrical engineering, computers and control, and information technology. Primary coverage is of journal articles and papers presented at conferences, although significant books, technical reports, and dissertations are also included. Topics covered in physics include: mathematical and theoretical physics; electromagnetism and optics; quantum field theory and elementary particle physics; nuclear physics; atomic and molecular physics; gases, fluid dynamics, and plasmas; structural, thermal, mechanical, electrical, magnetic, and optical properties of condensed matter; geophysics; astronomy and astrophysics; and related interdisciplinary topics. Topics covered in electronics and electrical engineering include: circuits and electronics; electron devices and materials; electromagnetics and communication; instrumentation and measurement; and energy and power systems and applications. Topics covered in computers and control include: systems and control theory; control technology; computer programming and applications; and computer systems and equipment. Information technology topics include applications of modern communications and computing to the production, transmission, storage, and interpretation of visual, oral, and digitally encoded information. Hardware coverage include microcomputers and related peripherals. Corresponds to these publications: Physics Abstracts, Electrical and & Electronics Abstracts, Computer and Control Abstracts, and IT FOCUS: Information Technology Update for Managers.

Language: English

Coverage: International

Time Span: DIALOG and Tsukuba, 1969 to date; BRS, BRS/Saunders Colleague, DATA-STAR, and TECH DATA, 1970 to date; CISTI, 1970 to date with abstracts from 1982 to date; ESA-IRS and INKA, 1971 to date; CEDOCAR, 1972 to date; Knowledge Index and SDC, 1977 to date; JICST, 1981 to date.

Updating: About 16,000 records/month

Price: \$30.00/online connect hour in Royalties plus \$18.00/connect hour; \$0.10/offline citation.

MANAGEMENT CONTENTS

Type: Reference (Bibliographic)

Subject: Administration and Management; Business & Industry

Producer: Information Access Co. (formerly produced by Management Contents)

Online Service: BRS (MANAGEMENT CONTENTS); BRS After Dark (a special BRS service) (MANAGEMENT CONTENTS); BRS/Saunders Colleague (a special BRS service) (MANAGEMENT CONTENTS); DATA-STAR (MANAGEMENT CONTENTS); DIALOG Information Services, Inc. (MANAGEMENT CONTENTS); Executive Telecom System, Inc. (as a HUMAN RESOURCE INFORMATION NETWORK database) (MANAGEMENT CONTENTS); KEYCOM Electronic Publishing (as a KEYFAX Interactive Information Service database) (MANAGEMENT CONTENTS); SDC Information Services (MANAGEMENT); THE SOURCE (Management Contents Ltd.)

Content: Contains citations, with abstracts, to the worldwide English-language literature in business and management from over 725 journals, proceedings, books, courses, newsletters, research reports, and tabloids. Topics covered include finance and economics (including accounting, banking and managerial economics); industry (including commodities and goods, production, industrial relations); and management and administration (including public administration, planning, decision science, human resource development, management philosophy, operations research, and marketing). Also includes coverage of over 100 journals on business law and taxation and course materials from business and management classes. Beginning in 1983, contains summaries of major research studies and other publications of the Employee Benefit Research Institute (EBRI) on pensions, health insurance, social security, Medicare and other publicly and privately provided employee benefits. Corresponds to coverage in the monthly publication Business Publications Index and Abstracts. On DIALOG, records are added daily to NEWSEARCH and are transferred to this database monthly.

NOTE: A subset of this database, Management Contents Ltd. covering 27 journals is available on THE SOURCE.

Language: English

Coverage: International

Time Span: September 1974 to date

Updating: About 4000 records/month

Price: \$84.00/online connect hour, \$0.53/record printed offline, \$0.38/record online.

MEETING AGENDA

Type: Reference (Referral)

Subject: Conferences & Meetings

Producer: Commissariat a l'energie Atomique (CEA), Centre d'Etudes Nucleaires de Saclay

Online Service: Telesystemes - Questel.

Content: Contains announcements of congresses, conferences, meetings, workshops, exhibitions, and fairs worldwide in all areas of science, technology, and social science. Areas covered include aeronautics, agriculture, biology, medicine, chemistry, earth sciences, electronics, electrical engineering, energy materials, mathematics, engineering, equipment, missile technology, navigations, telecommunications, military science, physics, fuels, and space technology. Information is obtained from meeting announcements and programs.

Language: English and French

Coverage: International

Time Span: Forthcoming meetings for the next 2 to 3 years

Updating: Twice/month; about 8000 records/year.

Price: No price available.

MICROCOMPUTER INDEX

Type: Reference (Bibliographic)

Subject: Computers and Computer Industry

Producer: Database Service

Online Services: DIALOG Information Services, Inc.; Knowledge Index (a special DIALOG service)

Content: Contains citations, with abstracts, to reviews and commentaries on the use and applications of microcomputers and software packages. Covers over 75 microcomputer journals and popular magazines, including Byte, Practical Computing, InfoWorld, Personal Computing, MacWorld, and PC World. Includes general articles about microcomputers, book reviews, software reviews, discussions of applications in various settings, and descriptions of new microcomputer products. Corresponds to the bimonthly Microcomputer Index.

Language: English

Coverage: U.S. and U.K.

Time Span: 1981 to date

Updating: About 850 records/month

Price: \$45.00/online connect hour, \$0.15/offline print charge.

MICROLOG

Type: Reference (Bibliographic)

Subject: Research in Progress; Science & Technology; Social Sciences & Humanities

Producer: Micromedia Limited

Online Service: CISTI

Content: Contains references to Canadian research and report literature in all subject fields. Covers monographs, annual reports, and reports in series issued in English or French by the following types of organizations; all levels of government in Canada, research institutions, universities, laboratories, professional societies, corporations, consultants, and associations. Does not include commercially-published books or serials (other than annual reports, statistical reviews, and financial statements). Corresponds to Microlog Index.

Language: English or French

Coverage: Canada

Time Span: 1979 to date

Updating: About 1400 records/quarter

Price: \$40.00/online connect hour, \$20.00/online connect hour in Royalties, \$0.035 per offline print charge, \$0.10/offline print cost (or online).

NTIS (NATIONAL TECHNICAL INFORMATION SERVICE)

Type: Reference (Bibliographic)

Subject: Science and Technology

Producer: National Technical Information Service

Online Service: BRS; BRS After Dark (a special BRS service); BRS/Saunders Colleague (a special BRS service); Centre de Documentation de l'Armement (CEDOCAR); CISTI; DATA-STAR; DIALOG Information Services, Inc.; ESA-IRS; INKA Karlsruhe; The Japan Information Center of Science and Technology JICST); Knowledge Index (a special DIALOG service); Mead Data Central (as a REFERENCE SERVICE database); SDC Information Services; TECH DATA (a special BRS/IHS service).

Conditions: Subscription to Mead Data Central's LEXIS or NEXIS required for access through Mead Data Central.

Content: Contains over 1 million citations, most with abstracts, to unrestricted technical reports from U.S. and non-U.S. government-sponsored research, development, and engineering analyses. The unpublished U.S. reports are prepared by federal, state and local agencies and their contracts or grantees. Major areas covered include the biological, social, and physical sciences, mathematics, engineering and business information. Includes announcements of computer-readable software and data files, U.S. government-owned inventions, selected reprints, federally-sponsored translations, and some non-English-language reports. Corresponds to the biweekly publication Government Reports Announcements and Index (GRA 7 I) and in part to the weekly Abstract Newletters.

Language: English

Coverage: U.S.

Time Span: BRS, BRS After Dark, BRS/Saunders Colleague, CISTI, DATA-STAR, DIALOG, ESA-IRS, Knowledge Index, SDC, and TECH DATA, 1964 to date; CEDOCAR and INKA, 1974 to date; Mead Data Central, 1980 to date; JICST, 1981 to date.

Updating: BRS, BRS After Dark, ESA-IRS, INKA, CISTI, and TECH DATA, about 5000 records/month; all others, about 2600 records every 2 weeks.

Price: \$48.00/online connect hour, \$0.20/record offline, \$0.15/citation typed offline.

OON (CISTI Catalogue)

Type: Reference (Bibliographic)

Subject: Library Holdings-Catalogs; Science & Technology

Producer: Canada Institute for Scientific and Technical Information

Online Service: CISTI

Content: Contains citations to the holdings of the CISTI library. Covers monographs, technical reports, and conference proceedings in all areas of science and technology.

Language: English

Coverage: International

Time Span: 1978 to date

Updating: About 2100 records every 2 weeks.

Price: \$40.00/online connect hour, \$0.035/offline print charge.

ONTARIO EDUCATION RESOURCES INFORMATION SYSTEM (ONTERIS)

Type: Reference (Bibliographic)

Subject: Education and Education Institutions

Producer: Ontario Ministry of Education (Canada)

Online Service: BRS; BRS After Dark (a special BRS service); BRS/Saunders Colleague (a special BRS service)

Content: Contains over 8000 citations, with abstracts, to educational research reports, curriculum guidelines, policy papers, and related materials prepared or sponsored by the Ministry of Education, the Ministry of Colleges and University, school boards, and other educational organizations and agencies in Ontario, Canada. Information provided on each document includes title, material type (e.g. report, correspondence course), language, author, corporate author, publication information, date, educational level, target population, special features and/or components, funding source, contact person, and availability.

Language: English or French, depending on the language of the original document

Coverage: Canada (Ontario)

Time Span: Primarily 1974 to date, with selected coverage of earlier materials

Updating: 3 times/year.

Price: \$5/online connect hour in Royalties and \$18.00/online connect hour, \$0.05/online print charge, and \$0.10/offline print charge.

PAIS INTERNATIONAL

Type: Reference (Bibliographic)

Subject: Economics; Social Science & Humanities

Producer: Public Affairs Information Service

Online Service: BRS; BRS After Dark (a special BRS service); BRS/Saunders Colleague (a special BRS service); DATA-STAR; DIALOG Information Services, Inc.

Content: Contains approximately 240,000 citations to literature on business and the social sciences with emphasis on contemporary social, economic, and political issues and the making and evaluating of public policy. Covers economics, business, finance, banking, government, public administration, demography, public policy, sociology, court decisions, statistics, political science, and international relations. Corresponds to PAIS Bulletin, which covers 800 English-language journals and 6000 non-serial publications (i.e., government documents, pamphlets, yearbooks, directories, reports of public and private agencies, and material from the U.S. Congress), and to PAIS Foreign Language Index, which covers 400 journals and 2000 non-serial publications in 5 languages (French, German, Italian, Portuguese, and Spanish).

Language: English

Coverage: International

Time Span: PAIS Foreign Language Index, 1972 to date; PAIS Bulletin, 1976 to date.

Updating: PAIS Bulletin, about 1600 records/month; PAIS Foreign Language Index, about 1750 records/quarter.

Price: \$69.00/online connect hour, \$0.30/full record printed offline, \$0.20/full record typed or displayed online.

PLANEX (Planning Exchange Database)

Type: Reference (Bibliographic)

Online Service: Pergamon Infoline, Inc.

Content: Covers literature of interest to local authorities, planning consultants, surveyors and others. Categories covered include: physical planning, economic planning, social planning, housing, local government, and legislation. Information for PLANEX is drawn from more than 150 journals plus U.K. and European parliamentary questions, reports, research papers, policy statements, development plans, government circulars and statistics.

Period of Coverage: 1982 to date

Updating: Monthly

File Size: 7,500 records, approximately 300 records added/month.

Price: \$110.00/online connect hour, \$0.35/online display.

POPULATION BIBLIOGRAPHY

Type: Reference (Bibliographic)

Subject: Demographics and Population

Producer: University of North Carolina, Carolina Population Centre

Online Service: DIALOG Information Services, Inc.

Content: Contains citations to the literature on population research and studies in the areas of abortion, demography, migration, family planning, fertility and, as well, in the general areas of population education, and population research methodology. Covers monographs, journals, technical reports, government documents, conference proceedings, dissertations, and many unpublished reports on population studies. Database focuses on the socioeconomic as opposed to the biomedical aspects of population, and on developing countries and the U.S. Corresponds to CPC Microcatalog.

Language: English

Coverage: Primarily U.S.

Time Span: 1966 to 1984

Updating: Not updated

Price: \$55.00/online connect hour, \$0.10/full record printed offline.

SCHOOL PRACTICES INFORMATION FILE (SPIF)

Type: Reference (Referral)

Subject: Education and Educational Institutions

Producer: BRS

Online Service: BRS; BRS After Dark (a special BRS service); BRS/Saunders Colleague (a special BRS service)

Content: Contains descriptions of educational resource programs, practices, materials, and products from public organizations and commercial publishers. Covers

nationally-and state-validated or exemplary programs, special education programs and materials, school business practices, administrator and teacher inservice education programs, curriculum; materials in all subject areas and grade levels, audiovisual aids including films and videotapes, testing materials, and microcomputer educational software for all major brands of microcomputers. Each description contains availability, ordering and cost information.

Language: English

Coverage: U.S.

Time Span: 1970 to date

Updating: Monthly

Price: \$18.00/online connect hour, \$10.00/online connect hour in Royalties for SPIF members, \$25.00/online connect hour in Royalties for non-members, \$0.25/offline print charges for SPIF members, \$0.50/offline print charges for non-members.

SOCIAL SCISEARCH

Type: Reference (Bibliographic)

Subject: Social Sciences and Humanities

Producer: Institute for Scientific Information

Online Service: BRS; BRS After Dark (a special BRS service); BRS /Saunders Colleague (a special BRS service) DIALOG Information Services, Inc.; DIMDI (no longer available through Tsukuba University)

Content: Contains over 1.2 million citations to significant articles from the 1500 most important social sciences journals worldwide and social sciences articles from 3300 journals in the natural, physical, and biomedical sciences. Covers anthropology, archaeology, area studies, business and finance, communications, community health, criminology, economics, demographics, education, ethnic group studies, geography, history, information and library science, international relations, law, linguistics, management, marketing, philosophy political science, psychology, psychiatry, sociology, statistics, and urban planning and development. Corresponds to Social Sciences Citation Index.

Language: English

Coverage: International

Time Span: BRS, BRS After Dark, BRS/Saunders Colleague, and DIALOG, 1972 to date; DIMDI, 1973 to date.

Updating: About 9600 records/month

Price: \$110.00/online connect charge for nonsubscribers, \$75.00/online connect charge for subscribers, \$0.20/offline print for nonsubscribers, \$0.15/offline print for subscribers.

SOCIOLOGICAL ABSTRACTS

Type: Reference (Bibliographic)

Subject: Sociology

Producer: Sociological Abstracts, Inc.

Online Service: BRS; BRS After Dark (a special BRS Sservice); BRS/Saunders Colleague (a special BRS service); DATA-STAR: DIALOG Information Services, Inc.

Content: Contains citations, with abstracts (1973 to date), to articles from over 1200 journals and serial publications in the field of sociology and related disciplines in the social and behavioral sciences. Provides coverage of original research, reviews, discussions, monographic publications, theory, and conference reports in these areas; methodology and research; history and theory of sociology; social psychology and group interaction; culture and social structure; management and complex organization; social change and economic development; mass phenomena and political interactions; social differentiation; rural and urban sociology; sociology of the arts, religion and science; health and knowledge; demography and human biology; the family and social welfare; community development; policy; planning; forecasting and speculation; radical sociology; Marxist sociology; studies in violence, poverty and teminism; and environmental interaction.

Language: English

Coverage: International

Time Span: 1963 to date

Updating: About 1800 records 3 times/year

Price: \$60.00/online connect hour, \$0.30/tull record printed offline, \$0.20/full record typed or displayed online.

SSIE CURRENT RESEARCH

Type: Reference (Referral)

Subject: Research in Progress

Producer: National Technical Information Service

Online Service: DIALOG Information Services Inc.

Content: Contains descriptions of and references to research in progress and recently completed research sponsored primarily by federal government agencies. Also includes some research sponsored by state and local government, major foundations, individuals, and universities and colleges. Covers basic and applied research in all areas of the life, physical, social, behavioral, and engineering sciences.

Language: English

Coverage: U.S.

Time Span: 1978 to February 1982 (see FEDERAL RESEARCH IN PROGRESS for current information)

Updating: Not updated.

Price: \$78.00/online connect charges, \$0.20/offline print charges.

STANDARDS AND SPECIFICATIONS

Type: Reference (Bibliographic)

Subject: Standards and Specifications

Producer: National Standards Association

Online Service: DIALOG Information Services, Inc.; ESA-IRS

Content: Contains citations to government and industry standards, specifications and related documents. Covers over 102,000 U.S. Department of Defence (DOD) standards, specifications, military sheet form standards, Air Force-Navy Aeronautical Standards (ANs), Qualified Products Lists (QPLs) and handbooks, including 1400 NATO and related standards; 7600 U.S. General Services Administration (GSA)-standards, specifications, Commercial Item Descriptions (CIDs) and QPLs; and 27,300 U.S. standards developed by 432 private organizations such as the American Society for testing and Materials, Society of Automotive Engineers, Aerospace Industries Association, American National Standards Institute, and Underwriters Laboratories. Each record includes a title and identification number identifying the standards or specification, its issuing organization, Federal Supply Classification code (if applicable), and whether the document has been cancelled or superseded. A notation is included if designated as an American National Standard and adapted by the DOD. Also includes vendors of products and services conforming to the standard or specification.

Language: English

Coverage: U.S.

Time Span: Latest issue of all standards and specifications, most of which have been issued since 1950 (earliest date from 1920)

Updating: Monthly, with changes and additions

Price: \$65.00/online connect hour, \$0.30/offline print charges, \$0.20/online print charges.

STATUTES OF ALBERTA

Type: Source (Full Text)

Subject: Law-Canada

Producer: Alberta Legislative Counsel Office (Canada)

Online Service: QL Systems Limited

Content: Contains full text of the Revised Statutes of Alberta, covering statutes and amendments in effect as of January 1984.

Language: English

Coverage: Canada (Alberta)

Time Span: Current Information

Updating: Twice/year

Price: \$75.00/connect hour prime time, \$30.00/connect hour weekends and evenings, \$3.00/1,000 lines printed offline.

Note: Statutes of other provinces also available

UNESCO (United Nations Educational, Scientific, and Cultural Organization)

Type: Reference (Bibliographic)

Producer: International Research and Development Corporation, Ottawa

Online Service: MINISIS

Content: Worldwide coverage of literature consisting of monographs, serials, reports, proceedings and unpublished documents written by or for UNESCO. These deal with a broad range of educational, scientific, and cultural programs with an increasing emphasis on development issues.

Language: Indexed in English

Coverage: 1970 to date

Updating: quarterly

Size: 30,000 references

Price: Free

All documents can be obtained from the University of Alberta.

2. PRINTED INDEXES (Not Available Online)

Bibliographic Guide to Government Publications: Foreign. Boston: G. K. Hall, 1975 -. Annual.

Lists materials catalogued during the past year by the Research Libraries of New York Public Library, with additional entries from Library of Congress. Includes department reports, censuses, statistical annuals and reports, journals and monographs relating to government agencies, publications of international and regional agencies, and state and provincial government publications.

Canadian Education Index. Canadian Education Association 1965-. Annual.

CEI is an author, subject index to a selected list of Canadian educational periodicals, books, pamphlets and reports, published 3 times between October and June including an annual cumulation.

In-house Reports of School Boards subscribing to the CEA Information Service. Toronto, Canadian Education Association.

Index to Current Urban Documents. Greenwood Press, Quarterly

Makes available the majority of the local government documents issued annually by the largest cities and counties in the United States and Canada. With the cooperation and assistance of local government officials, public libraries, municipal reference libraries and major research libraries, the program attempts to catalog and index documents issued by 286 of the larger cities, counties and regions. (Toronto is only city in Canada which is listed regularly). This is an index to the Urban Documents Microfiche Collection.

International Bibliography - Publications of Intergovernmental Organizations. UNIPUB.

Subject and title index to publications of international organizations, i.e. United Nations, OECD, ILO, etc.

Monthly Checklist of State Publications. Washington, D.C.: Government Printing Office, 1910-.

Includes publications of state departments of education and publications of other state agencies on education and education-related subjects. Monographs are listed by state and issuing agency. Publications of associations of state officials and of regional organizations, and library surveys, studies, manuals, and statistical reports are listed separately. Annual index.

3. ASSOCIATIONS AND RESEARCH INSTITUTIONS

ACADEMY FOR EDUCATIONAL DEVELOPMENT (AED)

680 Fifth Avenue
New York, NY 10019

Phone: (212) 397-0040

Alvin C. Eurich, Pres.

Founded: 1962. Staff: 150. Not membership organization. Nonprofit corporation serving schools, colleges, universities, government agencies, corporations, and other organizations concerned with education, communications, human development and international affairs. With the aid of consultants in specialized fields, the academy provides advisory, consultative, administrative and other services for these institutions to help them develop plans for the future and improve their operations; stimulates research, study and experimentation to improve the administrative and academic programs of educational systems and other institutions concerned with human welfare and makes available information contributing to the improvement of education and social services in the U.S. and abroad. Gives awards to colleges or universities that have developed new ways of meeting critical issues. Sponsors college executive placement service. Maintains offices in New York City and Washington, DC (Washington office houses a clearinghouse on development communications). Divisions: Aging; Communications; Educational Facilities; Executive Search; International; Management; School Services. Publications: (1) Newsletter, quarterly; (2) Annual Report; also publishes Report on International Education, Proceedings, negotiation of disputes between nations, educational management, aging, educational facilities, and other reports, books and papers.

AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS (AASA)

1801 N. Moore St.
Arlington, VA 22209

Phone: (703) 528-0700

Paul B. Salmon, Exec. Dir.

Founded: 1865. Members: 19,000. Staff: 55. State Groups: 74. Professional association of administrative officers of boards of education; school district superintendents; central building and service unit administrators; presidents of colleges, deans, and professors of educational administration; placement officers; executive secretaries and administrators of education associations; heads of private schools. Sponsors numerous seminars annually including inservice seminars for administrators through the AASA National Academy for School Executives, and "dedicated to the continuing professional and personal development of school administrators". Distributes Project Teams workshop training materials to assist educators in developing full service programs for handicapped students. Presents awards; founder of Educational Research Service. Maintains 12 committees including: American Association of Educational Service Agencies; National Center; for Improvement of Learning; and Network for Outcome Based Schools. Publications: (1) the School Administrator, 11/year. (2) Report, annual; also publishes books, special reports, pamphlets and filmstrips. Absorbed: (1968) County Intermediate Unit Superintendents (of NEA). Formerly: (1870) National Association of School Superintendents (1907) Department of School Superintendence of the National Education Association; (1937) Department of Superintendence of the National Education Association. Convention/Meeting: annual - always February.

ASSOCIATION OF PHYSICAL PLANT ADMINISTRATORS OF UNIVERSITIES AND COLLEGES (APPA)

11 Dupont Circle, Suite 250

Washington, DC 20036

Phone: (202) 234-1662

Paul T. Knapp, Exec. Dir.

Founded: 1914. Members: 2300. Staff: 12. Regional Groups: 6. Education association whose institutional members are devoted to the development of professional standards in the administration, care, operation, planning, and development of physical plants (buildings, grounds, heat and power plants) used by colleges and universities. Maintains speakers bureau and placement service; conducts research programs; compiles statistics. Committees: Energy Conservation; Professional Affairs; Program; Recognition and Meritorious Awards; Research and Surveys; Workshops. Publications: (1) Newsletter, monthly; (2) Technical Papers, quarterly; (3) Proceedings, annual; also publishes reports, studies and books. Formerly: (1948) Association of Superintendents of Buildings and Grounds of Universities and Colleges; Association of Physical Plant Administrators; National Association of Physical Plant Administrators of Universities and Colleges. Convention/Meeting: annual - always May, June or July.

ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF THE UNITED STATES AND CANADA (ASBO)

720 Garden St.

Park Ridge, IL 60068

Phone: (312) 823-8320

Donald G. Buch, Exec. Dir.

Founded: 1910. Members: 5503. Staff: 16. Regional Groups: 56. School business managers; assistant superintendents in charge of business; supervisors of accounting; directors of transportation, maintenance, food service, data processing, and operations; office managers; other school business officials. Educational Associates are school board members and others interested in business management; Business Associates are vendors providing products and/or services to schools. Sponsors a continuing program to encourage and recognize significant improvements in educational facilities that meet challenges of innovations in curriculum and teaching methods or changes in student population. Presents annual awards to architectural firms and schools. Maintains exhibitors scholarship program, professional registration program, and certificate of excellence program in financial report. Committees: Accounting; Data Processing; Federal Programs; Food Service; Insurance Managements; Junior and Community College; Legal Aspects; Maintenance and Operations; Management Techniques; Negotiations; Non-Public School Management; Office Management; Personnel Management; Purchasing and Supply Management; Safety; Small School Districts; State/Province Departments of Education; Student Activity; Transportation; University Contacts. Divisions: Accounting Research; School Facilities Council. Publications: (1) Newsletter, monthly; (2) School Business Affairs, monthly, with annual directory issues; (3) Research Bulletins, irregular; also publishes books on school business management. Absorbed: (1973) School Facilities Council of Architecture, Education and Industry. Formerly: (1943) National Association of School Business Officials. Convention/Meeting annual.

CANADIAN EDUCATION ASSOCIATION/ASSOCIATION CANADIENNE D'EDUCATION

252 Bloor St. West
Suite 8-200
Toronto, Ont. M5S 1V5

Phone: (416) 924-7721
Robert E. Blair, Exec. Dir.

Founded: 1892. Members: 1000. Staff: 19.

Publications: Education Canada, quarterly; CEA Newsletter, 9 times/year; CEA Handbook, annual; Le Bulletin, 9 times/year. Convention/Meeting, annual.

CENTER FOR ARCHITECTURAL RESEARCH, RENSSELAER POLYTECHNIC INSTITUTE

Troy, NY 12181
Prof. Walter M. Kroner, Director

Phone: (518) 270-6441
Founded: 1965

Governance: Integral unit of School of Architecture at Rensselaer

Polytechnic Institute. Supported by U.S. Government, state governmental agencies, foundations, and universities. Staff: 4 research professionals, 2 supporting professionals, 3 technicians, 2 others.

Research Activities and Fields: Educational facilities planning, programming, and design, including studies on special facility types, educational technology facilities, building systems feasibility, fire protection and building codes, acoustics, modular coordination and construction industry economic functioning, and energy-conscious design.

Publications and Services: Research results published in professional journals, pamphlets and project reports. Holds occasional in-service workshops and seminars. Maintains an uncatalogued collection of 8000 pamphlets, articles, periodicals, and books on architecture, education, medicine and educational media.

CENTER FOR EDUCATIONAL POLICY STUDIES, UNIVERSITY OF MINNESOTA

300 Health Service Building
St. Paul, MN 55108
Dr. Charles H. Sederberg, Director

Phone: (612) 373-2251
Founded: 1948

Governance: Integral unit of College of Education at University of Minnesota, located on its St. Paul campus; formerly known as Bureau of Field Studies and Surveys. Supported by parent institution and contracts with school districts. Staff; 3 research professionals, 2 supporting professionals, 1 other.

Research Activities and Fields: All phases of education policy, including educational programs, school plants, enrollments, and finance. Also conducts school surveys under contract with specific school districts or other governmental agencies.

Publications and Services: Research results published in project reports.

CENTER FOR EDUCATIONAL RESEARCH AND FIELD SERVICES, NEW YORK UNIVERSITY

32 Washington Place, Room 51
New York, NY 10003

Phone: (212) 598-2898
Founded: 1948

Dr. Arnold Spinner, Director

Governance: Integral unit of School of Education at New York University; previously known as Center for Field Research and School Services. Supported by parent institution and research projects. Utilizes faculty and staff members of the School in conduct of research projects. Volume of research: 1979 - \$5,500,000; 1980 - \$6,000,000.

Research Activities and Fields: Education, including surveys for school districts and other educational agencies, analysis and evaluation of current conditions, and recommendations for modification. Also provides extensive consultant services for self-directed studies of local educational problems.

Publications and Services: Research results published in project reports. Holds periodic symposia, workshops, and institutes on a variety of educational issues and problems.

EDUCATIONAL RESEARCH COUNCIL OF AMERICA (ERCA)

Rockefeller Building
614 Superior Avenue W.
Cleveland, OH 44113

Phone: (216) 696-8222
Dr. George H. Basird, Pres. & Exec. Dir.

Founded: 1959. Research and development center for elementary and secondary education. Consists of four cooperating groups: a full-time professional and technical staff, including research and development specialists in subject-matter and pedagogy; a corps of scholars, serving as consultants; a board of trustees, consisting of civic and business leaders; and the participating school districts, consisting of pupils, parents, teachers, administrators, and school board members. Objectives are: to improve education continuously, especially elementary and secondary education, so that every individual can realize his own inherent worth and be able to contribute humanistically, socially and functionally to the betterment of mankind; to provide leadership for the educational community in finding the solutions to problems of education for our time and beyond; to identify the needs of learners; to develop learning experiences that will meet present and future needs of learners; to help schools develop and maintain an effective learning environment; to develop and maintain an organization exemplifying the best principles and practices of professional management; to respond to the best principles and practices of professional management; to respond to the needs of the schools as perceived by both the participating schools and the ERCA staff. Formerly: (1967) Educational Research Council of Greater Cleveland.

EDUCATIONAL FACILITIES LABORATORIES (EFL)

680 Fifth Avenue
New York, NY 10019

Phone: (212) 397-0040
Alan Green, Sr. V. Pres. & Dir.

Founded: 1958. Staff: 10. A division of the Academy for Educational Development. Established by The Ford Foundation to encourage research and experimentation in educational facilities. Disseminates information about school and college facilities. Current projects concern community school centers; energy

conservation for schools and social voluntary welfare agencies; processes and supporting materials for participatory community-based planning; arts in education advocacy; enrollment decline and the future of the high school; efficient management of higher education facilities; and community-based resources for education. Provides field services to aid public institutions in planning and managing physical resources. Publishes a variety of newsletters, reports and books on the results of research and development programs.

EDUCATIONAL PLANNING SERVICE, UNIVERSITY OF NORTHERN COLORADO

Greeley, CO 80639

Phone (303) 351-2862

Emmett A. Ritter, Interim Director

Founded: 1958

Governance: Integral unit of University of Northern Colorado. Supported by parent institution, foundation grants, and contracts with educational institutions and school districts. Staff: 4 research professionals, 35 supporting professionals, 15 graduate student assistants, 4 others.

Research Activities and Fields: School administration, including studies on facility planning, curriculum evaluations and improvement programs, administrative organization, personnel policies, budget analysis, and any other educational or administrative problems of concern to school districts or collegiate institutions. Also provides an educational consulting service for client organizations and demonstration facilities for new developments in school furniture and equipment.

Publications and Services: Research results published in project reports and occasional monographs.

INTERNATIONAL AND DEVELOPMENT EDUCATION PROGRAM, UNIVERSITY OF PITTSBURGH

5A01 Forbes Quadrangle

Phone: (412) 624-5575

Pittsburgh, PA 15260

Founded 1963

Dr. John Singleton, Director

Governance: Research activity of University of Pittsburgh. Supported by parent institution. Staff: 5 research professionals, 5 others.

Research Activities and Fields: Educational Planning, nonformal and adult education, anthropology of education, and comparative education, also cost/benefits and cost/effectiveness analyses of educational programs.

Publications and Services: Research results published in professional journals. Affiliated with IDEP Clearinghouse, a documentation center of ephemeral materials on educational development, policy, and planning worldwide. Maintains a reference library; Carmelita Lavayna Portugal, librarian.

NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS (NASSP)

1904 Association Dr.

Reston, VA 22091

Phone: (703) 860-0200

Scott D. Thomson, Exec. Dir.

Founded: 1916. Members: 36,000. Staff: 50. State Groups: 60. Secondary school principals and assistant principals; other persons engaged in secondary school administration and/or supervision; college professors teaching courses in secondary education. Sponsors National Association of Student Councils, National Honor Society, and National Junior Honor Society. Maintains 14 committees including: Communications; International Programs; and National Association of Student Councils - Advisory. Publications: (1) Bulletin, 9/year; (2) NewsLeader, 9/year; (3) Student Advocate, 9/year; (4) Curriculum Report, 5/year; (5) Legal Memoranda, 5/year; (6) New Technology, quarterly; (7) The Practitioner, quarterly; (8) Schools in the Middle, quarterly; (9) Administrative Information report, irregular.

STANFORD UNIVERSITY SCHOOL PLANNING LABORATORY (SPL)

School of Education

Stanford, CA 94305

Phone: (415) 321-2300

Founded: 1950

Dr. James D. MacConnell, Director

Governance: Integral unit of School of Education at Stanford University. Supported by parent institution, foundations, and research contracts with governmental agencies, colleges, universities, elementary and secondary schools, school districts, and industry.

Staff: 12 research professionals, plus supporting personnel.

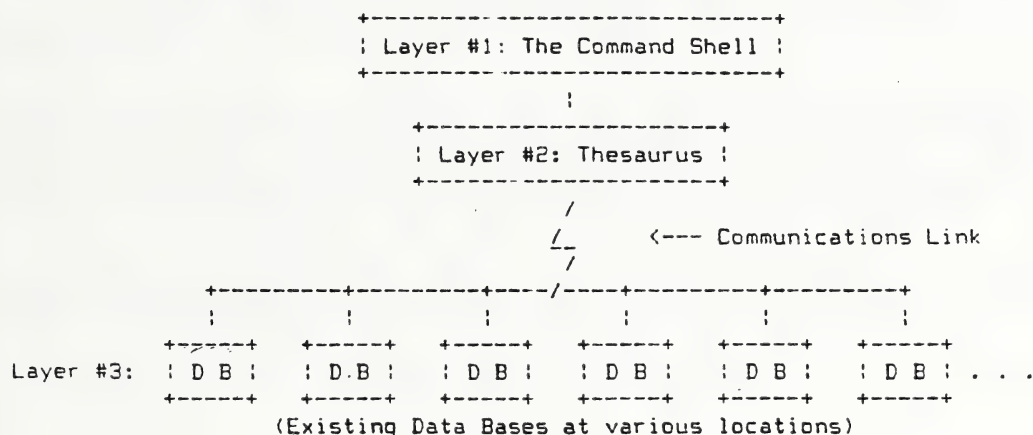
Research Activities and Fields: Improvements in the learning environment, including studies of school systems, campus planning, site selection, buildings and other educational facilities, space utilization, maintenance problems and business management also design of school equipment and furniture in cooperation with industry, development of building specifications, and population projections. Provides consultation services and serves as western regional center for Educational Facilities Laboratory and as clearinghouse for their grants in California and neighbouring states.

Publications and Services: Research results published in professional journals, monographs, manuals, and project reports. Publication: SPL Reports (quarterly). Holds annual school building institutes and workshops, also periodic specialized study workshops focused on local school and school district planning problems and building problems.

Mr. John W. Kulba, Director
Alberta Education
School Buildings Services Branch
Devonian Building, 9th Floor, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
CANADA

In order to accomplish this task in a manageable way, I recommend that the effort be divided into three separate stages:

- The overall needs brought forth during our conversation seem to imply a layered system with a minimum of three levels.



- a. Some local systems already exist, each using diverse hardware and software, which would be costly to convert or replace.
- b. Local needs may justify unique hardware and software choices.

Naturally, a system that had as many different sets of commands as it had separate data bases would be difficult to use, so I advise that a standardized command language be adopted. This outer "shell" would be the only visible interface to users dialing into the data base from remote locations. A middle layer called a THESAURUS would then automatically and transparently translate shell commands into the specific language of the local data base. This approach would help preserve local investment in systems and in the training of personnel, provide flexibility and still guarantee uniformity at the top.

DBMS SOFTWARE CONSIDERATIONS

The type of information that will be stored in the computer system should receive careful attention. Arithmetical information such as engineering data must be handled in a much different way, for example, than descriptive text, such as abstracts or complete articles from periodicals.

The education and understanding of the personnel who will be entering information into the system will also be an important factor governing the type of software acquisitions, and therefore, also the type of hardware acquisitions to be made. Will the material being input receive the careful attention of educated people or will it be entered by less sophisticated operators such as secretaries? Will the volume of input data create the need for mechanical forms of input such as optical page scanners?

The factors mentioned in the above two paragraphs alone could affect the bottom line cost of the overall system by several thousand dollars, even tens of thousands.

In broad terms, there are two types of data base software available today: indexed processors and full text processors. (Either can be arranged in a relational or a hierarchical format).

Most programming is of the indexing or cross indexed variety, so the quality of the ultimate results can be HIGHLY dependent upon the ability of the person doing the indexing of the material at the time of input. (GIGO - Garbage In, Garbage Out).

Some software is emerging, however, that can actually scan written paragraphs word-for-word and make matches that an ordinary indexing system could not. For example, the words "car" and "automobile" would represent a match only in advanced text system containing the means for processing synonyms. Naturally, this capability adds cost, but that cost can be justified.

Your choice of software will also be influenced by the rapidity with which terminology changes within your own industry occur and by the consistency or lack of consistency with which data can be coded and entered.

Fortunately, computer costs are coming down constantly.

COMMUNICATIONS CONSIDERATIONS

The trend in modern computing systems is toward distributed processing. That is to say, most large computing resources being designed today are made up of several computers linked together via telephone rather than one giant central computer accessed with dumb terminals. Several factors support this trend.

1. Reliability. If the entire network is relying on one central computer and that goes out of service because of mechanical failure or weather conditions, such as a snow storm, then the entire network is down.
2. Cost. Large central computers require special facilities such as raised floors, air conditioning, power regulation and sophisticated personnel. Telephone charges for distributed systems tend to be less because there is less dependence on phone lines.
3. Quality. Information processing experts universally agree that data should be entered at its source. Large central systems tend to take the input process out of the hands of the people who create the information.
4. Expansion. Distributed systems are easier to expand because they are more modular.

ROADMAP

1. **CONCEPT STAGE.** In order to conceptualize the overall computing resource properly, an extensive number of interviews should be conducted with key people who will be involved with the creation, maintenance and use of the various data bases. Only after the types of information to be maintained are identified, and only after the realities of collecting and distributing that information are understood, can the foundation for a system design be committed to paper.

Once the type of information is pinpointed and the flow of that information is determined, the various components needed to handle the overall requirement can be combined to form a basic design concept.

The concept stage should be done with care as it is the basis for all other stages. It should be possible to complete the concept paper in approximately 4 to 6 weeks (160 to 240 man hours). At the established rate of \$25 per hour for consulting services, approximately \$4,000 to \$6,000 should be budgeted for this purpose + expenses such as telephone and travel. One of the key items to be contained in the concept paper is a budget for completing the next stage: system analysis and design.

2. **SYSTEM ANALYSIS & DESIGN.** Once a possible solution has been expressed in the form of a concept, the practicality of the concept must be tested. In this stage, detailed flow charts must be created, specific hardware and software components evaluated and a precise design for each layer of the overall system committed to paper. Flaws in the original concept must be identified and if necessary the original concept reworked or rejected.

The system analysis & design stage is technical and tedious. Therefore, the budget for this stage will be significantly greater than stage one. Twelve to sixteen weeks should be allowed for this stage. At \$25 per hour, a budget of \$12,000 to \$16,000 + expenses should be set.

3. **PROGRAMMING & IMPLEMENTATION.** Once final design charts, detailed file layouts, flow diagrams, estimates for hardware and software, and the soundness of concepts have all been assembled and analyzed, then programming and installation work can begin. If the first two stages have been completed properly, programming & implementation should present no problems or surprises. Naturally, the budget for this stage can only be accurately set as part of the completion of stage #2. To place some perspective on this stage, however, it would not be unreasonable to assume, at the outset, that a programming effort of this nature would require from four to six months. This would equate to a software expenditure from \$25,000 to \$38,000. Hardware costs would be separate, but generally, software is about 25% of hardware.

: If you would like to consider my firm for any or all of these stages, I would be happy to meet with you further to answer additional questions and initiate a work agreement.

Thank you for having included us in your thinking.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Sam Moore".

Sam Moore

Dicelix

3182 Cranston Dr.
P.O. Box 920
Dublin, OH 43017

(614) 766-7007

ENET

Welcome to ENET, the Educational Network. ENET is a service of Alberta Education. ENET will allow participants to access information related to policies, finance, research, and other education-related matters.

In the coming months, ENET will provide a wealth of news and information which can easily be "downloaded" to computers in school jurisdiction offices.

For further information about ENET, please contact:

Wolfgang Schimeck
Computer Technology Inservice Consultant
Alberta Education
4th Floor, Devonian Bldg. East
11160-Jasper Avenue
Edmonton, Alberta
TSK OL2 Ph: 427-2035

Messages can be sent via the MTS (U of A Computer) Message System to: COTE

--> ENET MAIN MENU (V 3.0) <--
Here is a list of items to see :

- | | |
|--------------|-------------------------------------|
| 1 INTRO | -- INTRODUCTION to ENET |
| 2 HIGH | -- Alta. Ed. HIGHLIGHTS |
| 3 NEWS | -- Alta. Ed. NEWS Releases |
| 4 POLICY | -- Alta. Ed. POLICIES & REGULATIONS |
| 5 FINANCE | -- Alta. Ed. FINANCIAL Information |
| 6 RESEARCH | -- Alta. Ed. RESEARCH Information |
| 7 CURRICULUM | -- Alta. Ed. CURRICULUM Information |
| 8 ARCHIVE | -- Previous Issues of ENET |
| 9 MESSAGE | -- Access the MTS MESSAGE system |
| 0 QUIT | -- TERMINATE the session |

Enter the desired KEYWORD or #, then press Return
OR enter ? followed by Return for MENU
1

Enter the desired KEYWORD or #, then press Return
OR enter ? followed by Return for MENU
1

Welcome to ENET

=====

0 0011 -- TERMINATE the session

Enter the desired KEYWORD or #, then press Return
OR enter ? followed by Return for MENU

1

Enter the desired KEYWORD or #, then press Return
OR enter ? followed by Return for MENU

1

Welcome to ENET

=====

ENET is the Education Network, an electronic messaging and information service of Alberta Education.

By "signing on" to ENET regularly, school jurisdictions will be able to receive up-to-date information on subjects such as Curriculum, Finance, Research, and Educational Policies/Regulations. In addition, the built-in message system allows users to exchange information with Alberta Education personnel and with school jurisdictions.

The appearance, content, and capabilities of ENET will evolve with the needs of its users. Feel free to use the messaging facility to contact the System Administrator with your comments and suggestions.

Tips for Using ENET

1. Try to sign on weekly. As the system begins to hold substantial amounts of information, it will be "swept clean" at roughly two-week intervals. The old information will be stored under the Bulletin Board heading entitled "Archive", but it is cheaper to page through a number of short information files than to search out information in the archives.

lights". This section will be updated frequently, and will direct you to other parts of ENET where new and important items have been added.

Equipment and Software Issues

1. Your terminal should have a printer so you can produce "hard copy" of items you retrieve from ENET. You might also want to ensure that your communications software has the ability to store incoming data in a file on a floppy or fixed disk. You can then use a word processor to incorporate ENET information into other documents.
2. You can use a word processor to write letters or memos which can be sent via the ENET message facility. You should make sure that your word processor can convert your document to ASCII text file formats. In addition, your communications software must be capable of awaiting a prompt character before sending a line of text. In the ENET message system, the prompt character is ">", so you should program your communications software to wait for ">" (omit the quotation marks). If your software requires you to enter the ASCII equivalent, the ASCII code for ">" is 62. Remember that once you have sent your document, you must still enter "\$Endfile" to terminate the message.

WHAT IS SPECIALNET?

SpecialNet is the largest education-oriented computer-based communication network in the United States. It is designed to provide up-to-the-minute information and instant communication for persons concerned with educational services and programs. **SpecialNet** includes:

- Electronic mail
- Electronic bulletin boards
- Data collection and information management

WHO IS ON SPECIALNET?

Every State Education Agency participates actively in **SpecialNet**. A number of states post information on electronic bulletin boards set up exclusively for their state. These state-specific bulletin boards are on line in more than 20 states at the present time. Other **SpecialNet** subscribers include school districts, state and federal offices, universities, special projects, and individual subscribers — located in all 50 states, Canada, and in other countries. The number of subscribers is growing daily.

WHAT IS ELECTRONIC MAIL?

Through electronic mail, you can send any type of printed information, such as memos, special reports, and forms, to any user or group of users. Messages are delivered to the users' electronic mailboxes in **SpecialNet** to be called for and read at their convenience in their office, at home, or while traveling. Each user selects a personal password which may be changed instantly at any time. Nobody can access someone else's electronic mail message without knowing the password.

WHAT IS AN ELECTRONIC BULLETIN BOARD?

An electronic bulletin board is similar to a typical office bulletin board, only it is more convenient and easier to use. **SpecialNet** offers national, state, and regional electronic bulletin boards with current education information available for subscribers to read. Subscribers can post messages on many of the bulletin boards at no additional charge. Current national electronic bulletin boards available on **SpecialNet** are listed on pages 4 and 5.

HOW MUCH DOES IT COST TO SET UP A BULLETIN BOARD?

There is no charge for setting up a bulletin board. Groups or organizations pay only for information storage, which may range from \$2 to \$10 per month. **SpecialNet** staff will assist you in establishing and maintaining a bulletin board for your group.

TO WHOM CAN I SEND MESSAGES ON SPECIALNET?

A directory of **SpecialNet** users is available on the system. The directory is updated daily, as new subscribers are added. You can get information about a particular subscriber, a list of subscribers in a state, a list of college and university subscribers, etc.

And now you can send messages from your terminal to anyone in the United States via **SpecialNet-Xpress Mail**. A new service allows users to send hard copy letter quality, laser printed letters, including a logo and signature, and overnight delivery "Gram-style" letters.

WHAT EQUIPMENT WILL I NEED?

Many **SpecialNet** subscribers use existing microcomputers, such as Apple, IBM-PC, or TRS-80 to access the system. Some use word processors, including Wang, Xerox, CPT, and Lanier. Others use inexpensive terminals to access the system. Technically speaking, your terminal or microcomputer must be equipped with an asynchronous 300 or 1200 baud telephone modem.

SpecialNet offers Texas Instruments' portable terminals as part of one subscription option for those who wish to purchase a complete turnkey system. Call **SpecialNet** if you have any question about your equipment's compatibility with the system.

DO I NEED TO UNDERSTAND HOW TO USE A COMPUTER?

No. **SpecialNet** manuals provide all the information you need to take full advantage of the system. No experience with computers is necessary.

WHAT ARE THE BENEFITS OF USING SPECIALNET?

CAN I PRINT OUT THE INFORMATION?

Yes. If you have a printer attached to your microcomputer, you may choose to print any, all, or none of the information you receive via SpecialNet.

HOW DO I JOIN SPECIALNET?

To join the SpecialNet system, you enter a subscription, based on the three options shown on the back page, covering a subscription fee and connect charges. If none of the plans listed meet your needs, we will be happy to tailor a plan to fit your requirements.

WHAT IS CONNECT TIME?

You pay a connect charge for the actual time you use the system each month. You pay only for the time you are "connected" to the system. See rate schedule on page 6.

IS TECHNICAL SUPPORT AVAILABLE?

An important part of any service you use is the support you receive. SpecialNet provides a total package of supporting services:

- **Consultation** — We will help you analyze your communication requirements and recommend ways in which SpecialNet can improve information flow and productivity.
- **Systems Tailoring** — SpecialNet staff will help tailor the service precisely to your needs. For special reports or forms, we will develop a SpecialNet program that automatically prompts the user for specific information and performs data entry validation.
- **Training** — Easy-to-use instruction guides and a self-paced training program are available to all users. In addition, our training representatives will provide onsite training at low cost if desired. SpecialNet staff are also available to help users with individual questions that arise during their use of the system.
- **Cost Accounting Records** — Monthly invoices summarizing usage for every subscriber are provided along with optional group usage statistics and management reports, to assist district and agency finance and administrative offices.

Ease of use: SpecialNet is designed to be used by the administrator alone or in conjunction with staff. Users "talk" to SpecialNet using everyday office terminology such as "read," "scan," "send," and "file."

■ ***Time savings:*** Critical information can be sent to individuals or groups (lists) quickly. A receipt can be generated automatically telling the sender the minute a message has been read.

■ ***Cost savings:*** SpecialNet costs have been kept very low — in both urban and rural areas — to encourage a large number of educational personnel to participate in the network. SpecialNet costs less than conventional mail or long distance telephone calls. It is possible to send up to seven pages of text instantly for less than \$1.

■ ***Telephone savings:*** Wasted time is avoided by using SpecialNet. For example, you don't have to worry about busy signals, missing your contact, or finding that the person you want to reach is in a meeting.

CAN I ACCESS SPECIALNET AT ANY TIME OF DAY?

Yes, the system operates 24 hours a day, seven days a week. This is especially important in reducing communication problems caused by different time zones. In effect, your school district or agency business is extended, too, because about one-fifth of all messages typically are sent and read outside normal business hours. SpecialNet service is available nationwide via the GTE Telenet public data network. Telenet can be reached with a local phone call in nearly 400 U.S. cities and by an "800" number in other locations. You can even reach people outside the country via interconnecting public networks.

NATIONAL BULLETIN BOARDS ON SPECIALNET

FEDERAL Focusing on information from Washington for administrators in special education: what is happening in Congress, including notices posted directly by key Congressional committees such as the Senate Select Committee on the Handicapped; activities, new regulations and policies from the Office of Special Education Programs in the Department of Education; and other legislative and executive news from the national capital.

LITIGATION Brief descriptions of court cases and hearing decisions, with references to tell where to obtain detailed information.

EMPLOYMENT Listings of employment opportunities in education. Any subscriber can send announcements to this bulletin board by composing a message To: **EMPLOYMENT** or by completing an online position announcement form.

EXCHANGE Facilitates sharing of information and ideas among SpecialNet users, who can request technical assistance, exchange strategies and project data, transmit general information.

ED. DAILY News from Education Daily, published every business day by Capitol Publications, Inc., available instantly via SpecialNet. This bulletin board provides coverage of congressional action on important education legislation; civil rights lawsuits; activities of federal, state and local education agencies; federal programs such as Chapter 1 and PL 94-142. To access the ED.DAILY bulletin board, you must subscribe to Education Daily as well as SpecialNet.

RFP Tracks grants and contracts issued by federal agencies of interest to SpecialNet subscribers. Programs and areas scanned include: general education, special education, rehabilitation, migrant education, bilingual education, higher education, vocational education, women's equity, communication disorders, behavioral sciences, humanities, arts, health, mental health, justice, and transportation.

CONSULTANT Listing of consultants in various areas of education. Any consultant can be listed. No judgments are made on consultant qualifications.

VOCED Information about vocational education posted by SpecialNet users. This board is managed by Missouri Link, a vocational education project at the University of Missouri.

ASSESSMENT Established in response to requests from subscribers, the board provides a place where educators can communicate directly with test developers and publishers about tests and assessment instruments. Publishers post announcements of new assessment instruments.

NASP Provides information concerning the National Association of School Psychologists and offers a means of communication among professionals in school psychology.

PROGRAM.EVAL Provides information on program evaluation for state and local education agencies. This bulletin board contains information on conferences and events, new products relevant to program evaluation, and reports on evaluation efforts. The Mid-South Regional Resource Center at the University of Kentucky manages this bulletin board.

PRACTICES Describes promising practices pertaining to classroom instruction, teacher education, administration, inservice, and preservice. Each description is accompanied by effectiveness data gathered on the practice. Referrals are made by state and local education agencies, regional resource centers, and others.

CONFERENCE Describes education-related conferences. Subscribers can list upcoming conferences by composing a message To: **CONFERENCE**.

OPINIONS SpecialNet's "letters to the editor," providing subscribers with an opportunity to express "opinions" about issues in education.

COMPUTER Provides information on computer applications in education. This board is managed by Education Turnkey Systems, Falls Church, VA.

TELEVISION Provides short courses on the uses of public, cable, and satellite television for educational purposes. Entries include "how to's" and terminology, descriptions of TV projects around the country, information about cable companies, descriptions of effective videotapes and films for TV or classroom use, current events in telecommunications, and related information.

PDK.CEDR Establishes two-way communication between international headquarters and chapter officers of Phi Delta Kappa, a professional education organization. PDK exchanges information about programs, publications, exemplary research studies, and innovative programs.

SOFTWARE Offers subscribers an opportunity to share evaluations of software and information on educational software, and to ask other users for help in locating effective computer software.

WHAT DOES SPECIALNET COST?

WHAT IS SPECIALNET'S RATE SCHEDULE?

Computer Connect Rates

	Business Hours	Off-Peak Hours	Night Hours
	Monday- Friday 7 a.m.-6 p.m.	Mon.-Fri. 6-9 p.m. Sat., Sun., holidays, 7 a.m.-9 p.m.	9 p.m.- 7 a.m. Daily
Basic Charge (to a local access number)	\$13	\$7	\$4
Inwats Charge (to 800 Telenet number)	\$22	\$14	\$6

(All charges are based on your time zone)

Broadcast Delivery Charge: Five cents (\$.05) per addressee.

No charge for first addressee of a message sent to more than one user. Five cents (\$.05) for each additional addressee.

Storage Charge: \$.007 a day per storage unit

Charge is based on storage units of 1000 characters. There is no charge for the first five days of storage after a message is posted, read, or delivered.

Character Charge: Five cents (\$.05) per character unit

Charge is based on character units of 1000 characters sent or received.

Detailed monthly bills for SpecialNet usage are sent to subscribers by National Systems Management, Inc.

Rates for subscribers located outside the continental United States differ. Contact the SpecialNet office for specific rate information.

Rates are subject to change without notice.

WHAT SUBSCRIPTION PLANS ARE AVAILABLE?

SpecialNet subscribers need access to a microcomputer, terminal, or word processor, and a telephone modem. Plan III includes purchase of a terminal.

Subscriptions to SpecialNet can be arranged according to your needs. If none of the plans listed meet your needs, we will be happy to tailor a plan to fit your unique requirements.

PLAN I Subscription — \$200 per year

Subscribers are billed monthly for actual time they are connected to SpecialNet. (See rate schedule for connect charges)

PLAN II Subscription including \$300 of prepaid computer connect time — \$500 per year

The average SpecialNet subscriber utilizing the system daily spends about \$300 per year for connect charges. Monthly statements are provided indicating the amount of connect time used. Funds not spent will be credited to the subscriber's account. Usage beyond \$300 will be invoiced according to the subscriber's wishes.

PLAN III Subscription including \$300 of prepaid connect time and terminal — \$1150

This plan provides for the Plan II option plus a complete turnkey system, with a Model 707 Portable Printer Electronic Data Terminal, manufactured by Texas Instruments, a roll of thermal paper, all shipping charges, and system and equipment documentation. For second and subsequent years, subscriber may choose either Plan I or Plan II.

PLAN IV Subscription including \$300 of prepaid connect time and lap-size computer — \$1400

This plan provides for the Plan II option plus a complete turnkey system, with a lap-size computer made by NEC. The NEC weighs 4.7 pounds and operates on C-cell batteries or with an AC adaptor. The 80-character by 16-line LCD display is clear and excellent for typing documents up to 16 pages in length. Included is a built-in 300 BPS modem and WordStar To Go, Calc To Go, Filer, and Telecom software in ROM.

For second and subsequent years, subscriber may choose either Plan I or Plan II.

Welcome to SpecialNet's Directory of Bulletin Boards and Users!

Please select the number of the option you prefer from the menu below:

1. List of Users in a Specific State
2. List of University and College Users
3. List of State Office Users
4. List of Programs/Services for the Deaf and/or Visually Impaired
5. List of SpecialNet Bulletin Boards
6. List of Association Users
7. List of Private School Users
8. List of International Users
9. List of Federal Offices & Projects
10. List of Corrections Users
11. Return to the Command? Prompt

Please enter your selection number: 5

SpecialNet Bulletin Board Menu 1

- | | | |
|---------------------|--------------------|-------------------|
| 1. AIA | 12. CONSULTANT | 23. LITIGATION |
| 2. AFFLE | 13. C.SET | 24. MARKET |
| 3. ASHA.UPDATE | 14. CSPD | 25. NAPSEC.ISSUES |
| 4. ASSESSMENT | 15. DEAFNESS | 26. NASP |
| 5. ASSISTIVEDEVICE | 16. EARLYCHILDHOOD | 27. OPINIONS |
| 6. BILINGUAL | 17. EMPLOYMENT | 28. PDK.CEDR |
| 7. CEC.NEWS | 18. EXCHANGE | 29. FIF |
| 8. CHAIN | 19. FEDERAL | 30. POLICY |
| 9. COMMUNITY.LIVING | 20. GIFTED | |
| 10. COMPUTER | 21. INTERNATIONAL | |
| 11. CONFERENCE | 22. LINC.UP | |

Enter the NUMBER which corresponds to the Board you you would like more information about - Additional Boards are listed in Menu 2 - Type M for (M)enu 2 list of Additional Boards, Type X if you wish to e(X)it to the Command? prompt

Please enter your selection: m

SpecialNet Bulletin Boards Menu 2

- | | |
|-------------------|----------------|
| 1. PRACTICES | 9. TECH.LINE |
| 2. PROGRAM.EVAL | 10. TECH.TALK |
| 3. RFP | 11. TELEVISION |
| 4. RURAL | 12. TRANSITION |
| 5. RURAL.RESEARCH | 13. VISION |
| 6. SEVERE | 14. VOCED |
| 7. SOFTWARE | 15. VSA.NEWS |
| 8. SPEC.FE | |

Type the NUMBER which corresponds to the Board you would like more information about - Type R to (R)eturn to the previous menu. Type X if you wish to e(X)it to the Command? prompt

Please enter your selection: check aids

Please enter the NUMBER which corresponds to your choice OR enter R to return to the previous menu. Enter X to eXit.

Please enter your selection: r

1. APPLE	13. CUBET	24. FANLET
3. ASHA.UPDATE	14. CSFD	25. NAPSEC.ISSUES
4. ASSESSMENT	15. DEAFNESS	26. NASF
5. ASSISTIVEDEVICE	16. EARLYCHILDHOOD	27. OPINIONS
6. BILINGUAL	17. EMPLOYMENT	28. PDK.CEDR
7. CEC.NEWS	18. EXCHANGE	29. PIF
8. CHAIN	19. FEDERAL	30. POLICY
9. COMMUNITY.LIVING	20. GIFTED	
10. COMPUTER	21. INTERNATIONAL	
11. CONFERENCE	22. LINC.UF	

Enter the NUMBER which corresponds to the Board you you would like more information about - Additional Boards are listed in Menu 2 - Type M for (M)enu 2 list of Additional Boards, Type X if you wish to e(X)it to the Command? prompt

Please enter your selection: X

Command? check aids

Now using bulletin board.

Command? rescan all

Bulletin Board contains:

No.	Delivered	From	Subject	Lines
1	Nov 4 20:39	EDLAW	What is AIDS/Line?	35
2	Nov 4 20:49	EDLAW	CDC AIDS Guidelines/Tesxt	246
3	Nov 4 20:54	EDLAW	NEA AIDS Statement	84
4	Nov 4 21:01	EDLAW	NEA AIDS Guidelines	151
5	Nov 4 21:04	EDLAW	Number of AIDS cases by State	43
6	Nov 4 21:13	EDLAW	Questions and Answers on AIDS	207
7	Nov 4 21:17	EDLAW	AIDS Tests: What They Do and Don	102
8	Nov 7 20:13	EDLAW	Proposed Federal Legislation on	76
9	Nov 10 21:56	EDLAW	Disease as 504 Handicap	56
10	Nov 14 20:42	EDLAW	Amer. Acadmy. Pediatrics on AIDS	184
11	Nov 24 22:21	EDLAW	Removal Pending Evaluation?	66
12	Dec 4 20:21	EDLAW	Colorado SEA on AIDS	59
13	Dec 5 0:00	EDLAW	CO Bd. of Health/AIDS	114
14	Dec 8 19:07	EDLAW	U.S.Public Health Service Guides	121
15	Dec 9 20:23	EDLAW	Videotape for AIDS Education	46
16	Dec 10 19:32	EDLAW	AIDS Test Before Marriage?	34
17	Dec 12 0:00	EDLAW	Sending AIDS/Line Information	28
18	Dec 14 0:00	EDLAW	College Task Force on AIDS	48
19	Dec 15 11:21	EDLAW	Hearing Decision on AIDS Student	86
20	Dec 17 0:00	EDLAW	MD Bd of Health Guidelines	211

More...

Bulletin Board contains:

No.	Delivered	From	Subject	Lines
21	Dec 19 20:08	EDLAW	gomery County, MD. policy change	46
22	Dec 22 0:00	EDLAW	Public Health Service Guides/Far	91
23	Jan 4 11:00	EDLAW	Insurance Coverage	65
24	Jan 6 0:00	EDLAW	2d Video Tape	117
25	Jan 7 0:00	EDLAW	Reporting AIDS Test Results	39
26	Jan 8 0:00	EDLAW	Brochure on AIDS for Schools	152
27	Jan 22 0:09	EDLAW	Estimates of AIDS Death Rise	75
28	Jan 25 0:00	EDLAW	New York May Regulate Insurers	48
29	Jan 28 21:44	EDLAW	AIDS Seminar/New Orleans	200

TO ACHIEVE EXCELLENCE IN EDUCATION, YOU NEED UP-TO-THE-MINUTE INFORMATION.

TO GET IT, YOU NEED ED-LINE.

ED-LINE is education's first electronic news service. It is provided by the National School Public Relations Association (NSPRA) through its staff of reporters and editors who publish the weekly newsletter *EDUCATION USA*. ED-LINE transmits information through THE SOURCE computer network and is available throughout the United States and in more than 40 other countries. Founded in 1981 and transmitted twice daily, the two-way, interactive electronic service goes far beyond news to provide ready-reference information, statistics, Supreme Court decision summaries, reviews of research, tracking of major federal legislation, communication, education and public relations tips, and other critically needed, time-sensitive material.

The ED-LINE menu presently includes the information categories listed below. With your subscription, you'll feel as if you receive a daily education bulletin plus a wide variety of specialized education newsletters each week, all at one low price!

ED-LINE MENU

1. *EDUCATION USA* Newslines
2. School PR Line: The NSPRA Network
3. Federal Alert
4. EDTECH Update
5. Legal Briefs: The Law of the Land
6. Community Education Update
7. RuralLine
8. National Networks
9. Regional Networks
10. State Networks
11. Excellence in Education
12. Network Directory
13. Ed Exchange
14. Useful Facts and Figures From NIE
15. What's New In Research
16. Classroom Ideas
17. ED-LINE BONUS ITEM

DATABASE DESCRIPTIONS

1. *EDUCATION USA* Newslines—The most extensive single information line available on ED-LINE. Newslines is updated twice each weekday with each edition containing four to five news stories. An average of 10 weeks of back issues (approximately 400-500 stories) are stored on the computer at any given time to allow subscribers to search for and retrieve stories for reference and research purposes.
2. *School PR Line*—Updated each Monday, the NSPRA network is provided to help school public relations specialists and education leaders improve school communications in their school district, building, or agency.
3. *Federal Alert*—Daily updated information about federal funding, legislation, regulations, and personnel.
4. *EDTECH Update*—Consists of a weekly newsletter on technology, software reviews by *CLASSROOM COMPUTER LEARNING* magazine, and an on-line consultant's answers to general questions.
5. *Legal Briefs: The Law of the Land*—Summaries of major U.S. Supreme Court decisions about education, updated as new decisions are handed down.
6. *Community Education Update*—An information line updated twice monthly, carrying practical items to help school leaders better understand and implement community education programs.
7. *RuralLine*—Updated each Monday, RuralLine is tailored to bring instant, useful information to educators in the nation's small and rural schools.
8. *National Networks*—A menu listing the various news and information services available from the national agencies participating as subnetworks on ED-LINE. (See network list.)
9. *Regional Networks*—Same as National and State Networks, except for regional agencies participating as subnetworks. (See network list.)

10. *State Networks*—Same as National Networks, except for state agencies participating as subnetworks. (See network list.)
11. *Excellence in Education*—Information relating to the continuing series of reports being issued about improving our nation's schools. Updated as new information is received.
12. *Network Directory*—A voluntary listing of ED-LINE subscribers, their ID numbers, and key personnel to help subscribers contact one another electronically.
13. *Ed Exchange*—An open bulletin board feature through which any subscriber can post a question, comment, or request for other subscribers to see and respond.
14. *Useful Facts and Figures From NIE*—More than 800 individual items of information are available on a key-word basis from the National Assessment of Educational Progress, plus state comparison statistics from the Department of Education.
15. *What's New In Research*—Updated weekly, research findings of interest to subscribers are available as selected by *EDUCATION USA* editors.
16. *Classroom Ideas*—Updated weekly during the school year, Classroom Ideas contains bright ideas and tips for teachers to use in the classroom.
17. *ED-LINE BONUS ITEM*—Monthly feature on an education issue, or descriptions of programs picked as exemplary.

ED-LINE
ED-LINE
ED-LINE



EDUCATION
INFORMATION...
AT YOUR
FINGERTIPS

DATABASE DESCRIPTIONS

1. **EDUCATION USA Newline**—The most extensive single information line available on ED-LINE. Newline is updated twice each weekday with each edition containing four to five news stories. An average of 10 weeks of back issues (approximately 400-500 stories) are stored on the computer at any given time to allow subscribers to search for and retrieve stories for reference and research purposes.
2. **School PR Line**—Updated each Monday, the NSPRA network is provided to help school public relations specialists and education leaders improve school communications in their school district, building, or agency.
3. **Federal Alert**—Daily updated information about federal funding, legislation, regulations, and personnel.
4. **EDTECH Update**—Consists of a weekly newsletter on technology, software reviews by **CLASSROOM COMPUTER LEARNING** magazine, and an on-line consultant's answers to general questions.
5. **Legal Briefs: The Law of the Land**—Summaries of major U.S. Supreme Court decisions about education, updated as new decisions are handed down.
6. **Community Education Update**—An information line updated twice monthly, carrying practical items to help school leaders better understand and implement community education programs.
7. **RuralLine**—Updated each Monday, RuralLine is tailored to bring instant, useful information to educators in the nation's small and rural schools.
8. **National Networks**—A menu listing the various news and information services available from the national agencies participating as subnetworks on ED-LINE. (See network list.)
9. **Regional Networks**—Same as National and State Networks, except for regional agencies participating as subnetworks. (See network list.)

10. **State Networks**—Same as National Networks, except for state agencies participating as subnetworks. (See network list.)

11. **Excellence in Education**—Information relating to the continuing series of reports being issued about improving our nation's schools. Updated as new information is received.

12. **Network Directory**—A voluntary listing of ED-LINE subscribers, their ID numbers, and key personnel to help subscribers contact one another electronically.

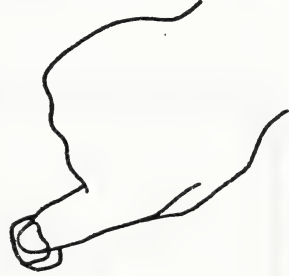
13. **Ed Exchange**—An open bulletin board feature through which any subscriber can post a question, comment, or request for other subscribers to see and respond.

14. **Useful Facts and Figures From NIE**—More than 800 individual items of information are available on a key-word basis from the National Assessment of Educational Progress, plus state comparison statistics from the Department of Education.

15. **What's New In Research**—Updated weekly, research findings of interest to subscribers are available as selected by *EDUCATION USA* editors.

16. **Classroom Ideas**—Updated weekly during the school year, Classroom Ideas contains bright ideas and tips for teachers to use in the classroom.

17. **ED-LINE BONUS ITEM**—Monthly feature on an education issue, or descriptions of programs picked as exemplary.



ED-LINE
ED-LINE

**EDUCATION
INFORMATION ...
AT YOUR
FINGERTIPS**

STATE, REGIONAL, AND NATIONAL NETWORKS

State, regional, and national education agencies also have their own private electronic networks on ED-LINE transmitting information tailored to their constituents.

The following organizations are presently using the ED-LINE system to communicate with their members and other interested education leaders:

- The American Association of School Administrators
- The Association for Educational Communications and Technology
- The Council of Chief State School Officers
- The National Institute of Education
- The National School Public Relations Association
- The Northeast Regional Exchange, Inc.
- The Northwest Regional Education Laboratory
- The Alabama Association of School Boards
- The Iowa Association of School Boards
- The Kansas Association of School Boards
- The Ohio School Boards Association
- The Confederation of Oregon School Administrators
- The Oregon Community College Association
- The Oregon Department of Education
- The Oregon School Boards Association
- The Pennsylvania Department of Education
- The Washington State School Directors' Association
- The Wisconsin Association of School Boards
- The Wyoming Department of Education

With ED-LINE, you can tailor your subscription to fit your information needs. By selecting a network when you subscribe, you will receive the information that is provided by that network—either about your state, region, or the nation. Plus, receive all the other information available on ED-LINE. (Individual network rates will vary.)

Current estimates indicate that ED-LINE's international network reaches a potential audience of over 1,500,000 teachers, administrators, support staff, and school board members in school districts and other education agencies.

ED-LINE RATES

ED-LINE rates are as follows:

Network subscriber\$150/year*

Non-network subscriber\$225/year*

*plus monthly connect time charges.

Individual subscription rates will vary depending on the rates of the participating networks who charge additional fees.

Send the form for more detailed information on ED-LINE rates.

NSPR

NEED HELP?

Customer service is always foremost with ED-LINE. We want everyone who subscribes to be able to use the system both efficiently and effectively. To help, we not only have a staff dedicated to serving you, we also have ED-LINE workshops offering technical assistance in our national office and ongoing regional ED-LINE workshops.

For specific questions about ED-LINE, contact the ED-LINE support staff listed below at (703) 528-5840, or CUG001.

Technical Assistance: Sharman Loifgren
Marketing Services: Laura D. Bono
ED-LINE Editor: Anne Lewis
Executive Director: John H. Wherry

INFORMATION ABOUT ED-LINE'S CARRIER NETWORK

When you become an ED-LINE subscriber, you also gain access to the services of THE SOURCE: an international computer information network used to transmit ED-LINE.

THE SOURCE was founded in 1979, and purchased in 1980 by Reader's Digest. In 1983, the Digest was joined in its telecommunications business by Control Data Corporation.

The services provided by THE SOURCE include many that originate at various computers around the nation, linked with and coordinated through its computer center in McLean, Virginia.

The following are a few of the many services offered by THE SOURCE:

- Electronic mail
- UPI or AP wire services
- Public bulletin boards
- Financial news
- Stock and bond prices
- Electronic games
- Airline schedules
- Legislative reports and analyses
- Weather advisories
- Electronic discount shopping
- Employment opportunities
- Computer user's groups
- Children's educational games
- Computer news
- Electronic banking
- Entertainment reviews and schedules
- Health and fitness information
- Feature articles from major publications
- User directory
- and much more

ED-LINE ED-LINE

the news and information network of the
NATIONAL SCHOOL PUBLIC RELATIONS ASSOCIATION
1501 Lee Highway
Arlington, VA 22209

FOR MORE INFORMATION ABOUT ED-LINE

☐ Yes! Please send me more information about ED-LINE and its participating networks.

NAME _____ TITLE _____

SCHOOL/DISTRICT _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE () _____

EQUIPMENT I PLAN TO USE: _____

QUESTIONS I NEED ANSWERED: _____

Mail to: NSPRA, 1501 Lee Highway, Arlington, VA 22209

The National School Public Relations Association is an equal opportunity/affirmative action organization.

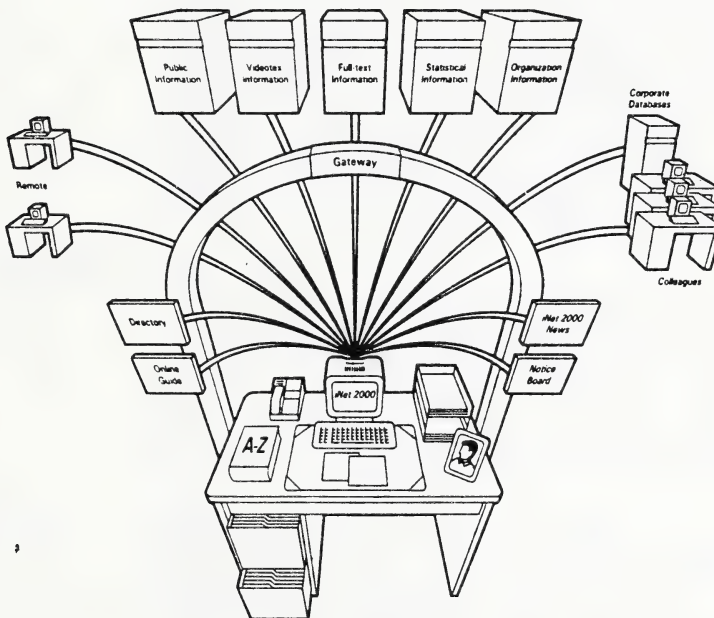
iNet 2000 OVERVIEW

iNet 2000, the intelligent network, is a service offered by Telecom Canada to facilitate information management. Information as a commodity has become widely recognized with the growth of the computer industry and telecommunications.

iNet 2000 provides you with the ability to:

- locate, access and retrieve information through the use of the iNet 2000 directories;
- manipulate information using a personal workspace and command files;
- distribute, disseminate and communicate information through Messaging, Data Conferencing and Notice Boards.

These features combine with ease of use, summarized billing and terminal independence to make iNet 2000 an exciting solution to the enigma of office automation.



This is a pictorial representation of what iNet 2000 offers you through your terminal. Your profile identifies you as a unique user. You may select the way you wish to interface with iNet 2000. You may use either a menu driven interface, or once proficient you may choose to use the command interface.

Your files can include information from messages you have received from other individual users, reports you have created and written yourself, data you have gathered and saved in your own format and various other applications defined by your own imagination and use of the system.

The Gateway Directory is your path to the outside world of Information Service Providers (ISPs). You may choose which ISP services you wish to use and iNet 2000 provides extended access alleviating any protocol complexities you would otherwise encounter by accessing these services individually.

We present the activities and features for you to discover. As you use the iNet 2000 service you will be able to adapt the features to your own particular needs and applications. If you find a new application which you think iNet 2000 can accommodate, please contact the Customer Assistance Centre for guidance. We are always interested in refining the service to better serve our clients.

iNet 2000 comprises eight major activities and a number of associated features.

1. Gateway directory - The Gateway directory lists all Information Service Providers available through iNet 2000 and describes each of the online services they offer. It also contains an Online Catalogue listing products which you can order online. All services and products are cross-referenced in an extensive online Thesaurus so you can search for the information you need using any of the thousands of terms in the Thesaurus. Each product entry or service listing in the Gateway includes a description of the item or service and the cost.
2. Personal directory - The Personal directory is your private area for storing listings to online services which you access frequently. You can copy any service listings from the Gateway directory or your Notice Board into your Personal directory. You can add your personal description of the contents of the directory and choose a nickname which you can use to facilitate accessing the service.
3. Notice Boards - Your Notice Board is an area where you and your associates may store and display a variety of information. You may include in your Notice Board association newsletters, telephone lists, lists of your in-house databases and frequently used public services. All Notice Boards contain the iNet 2000 Trainer, which you may use to learn how to operate iNet 2000.

4. iNet Messaging
 - iNet 2000 offers a complete and integrated Messaging service. You can send messages to and receive messages from any subscriber of either iNet 2000 or Envoy 100. You can also use EnvoyPost to send a message anywhere in Canada or the U.S.A. using iNet Messaging and the Canada Post Corporation's joint service. Information obtained through iNet 2000 can be incorporated in any message without time consuming re-typing.
5. Profile
 - Your personal Profile offers a choice in the way you interact with iNet 2000. You can use iNet 2000 in either English or French and select the terminal type which allows you to maximize the capabilities of your terminal or personal computer. The interface option allows you to choose the amount of explanation that iNet 2000 displays when you are using the service. You may also pre-select the activity with which you wish to begin each iNet 2000 session. These and other options are under your personal control and may be changed at any time.
6. Workspace
 - Your iNet 2000 Workspace contains a storage area for the online filing of information and an easy-to-use Editor for creating or modifying text. Files may be grouped together into online file folders using descriptive file names and groups. Two versions of the Editor are available - one for users with a scroll or ASCII type of terminal and a different version for terminals or personal computers with full screen capabilities.
7. News
 - The iNet 2000 News contains highlights of new Information Service Providers available on iNet 2000, changes to existing ISP services and explanations of new iNet 2000 features.
8. Online Guide
 - iNet 2000's online Guide provides online reference material on using the system, including detailed instructions on each iNet 2000 activity and command.

iNet 2000 has an array of sophisticated features which may be used in combination with these activities to complete your information management package.

- . Recording
 - iNet 2000's recording feature allows you to make an electronic copy of any information viewed through iNet 2000 and store it in a file in your Workspace. This information could also be modified and distributed to other iNet 2000 users via iNet Messaging or Data Conferencing.

- . Data Conferencing - You can hold an electronic conference with up to twelve other iNet 2000 users. The chairperson of a conference can perform all iNet 2000 activities while the other conference participants watch. This feature can be used to hold online training sessions, to view a presentation stored in your Workspace or to consult with colleagues.
- . Command Files - iNet 2000's command file feature allows you to perform a variety of iNet 2000 activities using a pre-selected series of commands. Command files can be used to automatically perform a daily search for information on a given topic, to have iNet 2000 add services to your Personal directory or to send a message using iNet Messaging.
- . Accessing Information Service Providers - You may access any Information Service Provider which is listed in the Gateway directory, your Notice Board or Personal directory. If you are not accredited to the service, a Request For Accreditation Form is automatically presented. Once accredited, you may access the service from any directory in which it is listed, or from any other iNet 2000 activity except Messaging.
- . Online Assistance - iNet 2000 provides a full range of online assistance.

Help is offered at every prompt on the system in three forms - a general message describing the activity you are in and frequently used commands, a full list of all commands that can be entered at the prompt, and help on any given command.

For more detailed instructions, the Online Guide is available and can be accessed from all iNet 2000 activities.

The iNet Trainer is an online tutorial listed in your Notice Board. This Trainer may be used to teach yourself how to use iNet 2000.

TYPES OF USERS

Telecom Canada offers two types of iNet 2000 user subscriptions - corporate and individual. Both types of subscriptions offer access to all iNet 2000 features.

CORPORATE SERVICE

Corporate service is designed for an organization with more than one iNet 2000 user. This option is usually used by the members of one company.

Each user in this corporate service account has a unique iNet 2000 user-id name and password.

Each user within a corporate service account may individually personalize their iNet 2000 profile, by selecting their choice of language and identifying the type of terminal they use.

All users within a corporate service account see the same Notice Board. In addition, each user has their own Personal directory.

A corporate service organization receives one bill for all iNet 2000 usage and for usage on services offered by Information Service Providers participating in iNet 2000's Accounts Receivable Management program. The iNet 2000 bill contains sub-totals for charges by each user within the corporate service account.

INDIVIDUAL USER SERVICE (IUS)

Individual User Service is designed for the single iNet 2000 user.

Each individual user has a Notice Board and a Personal directory. Any individual user who has interests in common with another iNet 2000 user or group of users (e.g. a member of an association) may make arrangements to share a Notice Board with them.

Each individual user receives a bill for iNet 2000 usage and services offered by ISPs participating in iNet 2000 Accounts Receivable Management program.

TYPES OF INFORMATION SERVICE PROVIDERS (ISPs)

iNet 2000 users can access a variety of information services and databases stored on many different computers. These online services are marketed through commercial companies or public organizations known as Information Service Providers (ISPs).

ISPs may list their online services in iNet 2000's Gateway directory. A standard set of information, including a description of the contents of the service, the cost of accessing the service, and other relevant information is provided for each service listing.

The information in ISP services varies in format. Some services provide full text material, other offer bibliographic citations and abstractions. Some provide largely statistical or numeric data, and others are in directory format. The details sections of each Gateway directory listing indicates the type of information you can expect.

ISPs may also offer goods or services in iNet 2000's Online Catalogue. These goods are described in the Catalogue pages listed in iNet 2000 and may be ordered online.

There are five types of Information Service Providers:

- 1) Universal - A Universal ISP is listed in the Gateway directory. All iNet 2000 IUS users are automatically given access to this ISP when they are accredited to iNet.
- 2) Elective - An Elective ISP is listed in the Gateway directory, however users wishing to be accredited to this ISP must fill out a Request for Accreditation Form. (This form is presented whenever you attempt to access a service to which you are not accredited.)
- 3) Closed User Group ISPs - Closed User Group (CUG) ISPs offer services of interest to a specialized clientele. These ISPs may wish to restrict which users may access their system. They are listed separately in the Gateway directory.
- 4) Public ISPs - In some cases, an iNet 2000 subscriber may want to access an Information Service Provider which is not currently listed in the Gateway directory. These ISPs may be listed in a Notice Board.
- 5) In-House ISPs - An in-house ISP is a database owned or operated by an iNet 2000 user for the sole use of its employees or representatives. This ISP may be listed in a Notice Board.

Information Service Providers may charge additional fees not covered by iNet 2000 usage charges. These charges may be in the form of subscription fees, monthly fees, usage charges or other types of fees. These charges are shown in the listing for each service in the Gateway directory.

The iNet 2000 user contract covers a user's contractual agreement with many ISPs, however in some cases supplementary terms and conditions are required. These are normally listed in the Gateway directory listing for that service. It is the users' responsibility to read these terms and conditions and the users' first access to the service implies that they have done so.

Many Information Service Providers participate in iNet 2000's Accounts Receivable Management program. The charges for the use of these ISPs are included with your iNet 2000 bill.

SOURCES OF INFORMATION

1. COMPUTER TECHNOLOGY AND APPLICATIONS

"An overview of public data networks". In Databook reports on data communications. Delran, N.J.: Datapro Research Corp., 1982. (CS 10-670-101)

Beaumont, Jane and Donald Krueger, eds. Microcomputers for libraries: how useful are they? Ottawa: Canadian Library Association, c1983.

Dominguez, Jeronimo and Arnold Waldstein, eds. Educational applications of electronic technology. Prepared by Western States Technical Assistance Resource (WESTAR). [Washington, D.C.]: Special Education Programs, United States Department of Education, 1982. (ERIC Document no. ED 227834)

Emmett, Arielle. "Electronic bulletin boards". Personal Computing 7no.6 (June 1983): 64-69.

Ertel, Monica M. "A small revolution: microcomputers in libraries". Special Libraries 75no.2 (April 1984): 95-101.

Fersko-Weiss, Henry. "Electronic mail, the emerging connection". Personal Computing 9no.1 (January 1985): 71-79.

Glossbrenner, Alfred. The complete handbook of personal computer communications: everything you need to go online with the world. New York: St. Martin's Press, c1983.

"How to set up a company bulletin board". Personal Computing 10no.3 (March 1986): 83-91.

Katz, Richard N. and Victoria A. Davis. "The impact of automation on our corporate memory". Records Management Quarterly 20no.1 (January 1986): 10-14.

Meadows, A.J., M. Gordon and A. Singleton. Dictionary of computing and new information technology. London: Century Publishing, c1984.

Myers, Larry L. How to create your own computer bulletin board. Blue Ridge Summit, PA: Tab Books Inc., c1983.

Rodgers, Richard T. "ABA/net: a user's report". Legal Economics 11no.3 (May/June 1985): 48-50.

Woods, Lawrence A., et al. The librarian's guide to microcomputer technology and applications. White Plains, N.Y.: Knowledge Industry Publications, Inc. for the American Society for Information Science, c1983.

2. COPYRIGHT

Erola, Judy and Francis Fox. From Gutenberg to Telidon, a guide to Canada's copyright revision proposals. Ottawa: Supply and Services Canada, c1984.

Gasaway, Laura N. "Nonprint works and copyright in special libraries". Special Libraries 74no.2 (April 1983): 156-170.

3. DATABASE DEVELOPMENT

"Database planning" In Databook EDP solutions. Delran, N.J.: Datapro Research Corp., October 1985. (E70-400-151)

"Methods of data collection and analysis" In Databook EDP solutions. Delran, N.J.: Datapro Research Corp., June 1984. (E50-100-201)

A multicultural education database - a feasibility study. [Edmonton]: Department of Educational Administration, University of Alberta, 1984. (Prepared by adp '84 under contract to the Canadian Council for Multicultural and Intercultural Education)

Nelson, Robin. "Databases rediscovered: part I: concepts vs. doing it". Personal Computing 9no. 12 (December 1985): 95-101.

Nelson, Robin. "Databases rediscovered: part II: the analytical edge". Personal Computing 10no.1 (January 1986): 99-109.

4. INFORMATION NEEDS ASSESSMENT

Belew, William W. and Barbara L. Wood. "User needs the hard way: eighty-six simultaneous studies" In Communicating information: proceedings of the 43rd ASIS annual meeting. White Plains, N.Y.: Knowledge Industry Publications for the American Society for Information Science, c1980.

Bommer, Michael R.W. and Ronald W. Cholba. "Planning, decision tasks and information needs" In Issues in library management. White Plains, N.Y.: Knowledge Industry Publications, Inc., c1984.

Davis, G.B. "Strategies for information requirements determination". IBM Systems Journal 21no.1 (1st quarter): 4-30.

Mullings, C., G.M. Francis and T.D. Wilson. A manual for the investigation of local government information needs. Boston Spa: British Library Lending Division, 1981.

Sudman, Seymour and Norman M. Bradburn. Asking questions: a practical guide to questionnaire design. San Francisco: Jossey-Bass Publishers, 1982.

5. INFORMATION SERVICES

- Haag, D.E. "Barriers limiting the usefulness of published information in the research environment". Special Libraries 75no.3 (July 1984): 214-220.
- Levin, Ellen J. "Establishing a special library: the first year". Special Libraries 73no.3 (July 1982): 193-201.
- Needle, David. "Making on-line services pay off". Personal Computing 9no.11 (November 1985): 75-83.
- Saffady, William. "Availability and cost of online search services". Library Technology Reports 21no.1 (Januray-Febraury 1985).
- Whitehall, T. Personal current awareness service: a handbook of techniques for manual SDI. [London]: British Library: Distributed by Publications, British Library, Research and Development Dept., 1979. (British Library research and development reports, 0308-2385; report no. 5502)

